

PARALEGAL

JOB CODE: 3900 (FT); 3901 (PT)
DEPARTMENT: Tioga County Departments
CLASSIFICATION: Competitive (F/T); Non-Competitive (P/T)
SALARY GRADE: Non-Union
ADOPTED: 8/94; Revised 9/99, 3/01, 1/20 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing paralegal duties in a county department or other local municipal office. The incumbent works under the supervision of attorneys who assign work projects by setting overall objectives and deadlines. This position is responsible for performing a variety of tasks, that while not requiring the skills of an attorney, nevertheless, entail the application of legal procedures and research techniques to facilitate the preparation and checking of legal documents and matters of litigation. Depending upon the department or municipality involved, the incumbent's specific duties may vary within the broad framework of paralegal skills. Supervision may be exercised over appropriate office personnel to establish priorities and assign and review completed work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Prepares cases for court by developing methods for obtaining evidence and developing facts to be used in the preparation of litigation;
- Assists in obtaining reimbursements and acquiring recoveries through investigation and documentation;
- Incorporates legal references and includes an analysis of precedents involved in relation to the case of matter under discussion;
- Undertakes analytical research and drafts routine legal documents;
- Presents written and/or oral arguments at administrative, expungement or Fair Hearings;
- Prepares petitions, condemnation proceedings, affidavits, renewal contracts and various other legal documents;
- Monitors legislation and change in law;
- Assembles exhibits, affidavits, legal documents, etc. for the use of Attorneys in the preparation for trial of cases;
- Composes and prepares correspondence applying a knowledge of department operations and regulations;
- Prepares drafts of motions and responses to motions, takes complaints, determines status of cases and responds to inquiries;
- Maintains law office administration and manages the coordination of work by the court calendar;
- May train and supervise subordinate clerical staff and develops office procedures;
- May be involved in any concern of the County that requires legal judgments;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of legal documents, terminology and procedures; good communication skills, particularly in writing clearly and effectively; ability to read and analyze legal information, including court cases and opinions; ability to perform accurate legal research; ability to devise resolutions through problem identification; ability to understand and carryout complex written and oral instructions; ability to plan and supervise the work of others; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and **EITHER:**

- a. Graduation from a regionally accredited or New York State Registered college or university with a degree in Paralegal studies; **OR**
- b. Two (2) years of full-time experience or its part-time equivalent as a Paralegal; **OR**
- c. Four (4) years of full-time experience or its part-time equivalent as a Legal Assistant; **OR**
- d. Any combination of training and experience as defined by the limits of (a), (b), and (c).