

## **PARALEGAL (ASSIGNED COUNSEL PROGRAM)**

**JOB CODE:** 3032  
**DEPARTMENT:** Assigned Counsel Office (Treasurer's Office)  
**CLASSIFICATION:** Competitive  
**SALARY GRADE:** Management/Confidential  
**ADOPTED:** Reso. 167-25 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performing paralegal duties within the Tioga County Assigned Counsel Office. This position is specific to this department as the incumbent not only performs paralegal tasks but assists the Assigned Counsel Administrator with grants administration including but not limited to grant applications, reimbursements, and management of the program. The incumbent will work under the supervision of the Assigned Counsel Administrator (ACA). Does related work as required.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

- Assists the Assigned Counsel Administrator with the formulation of policies and procedures for the administration of various agency grant programs;
- Oversee the process for requisitions throughout the various agency grant programs and maintain inventory records;
- Develops and presents fiscal reports for budgets, state grant and expenses;
- Prepares grant applications for review by the Assigned Counsel Administrator;
- Assists in obtaining grant reimbursements and acquiring recoveries through investigation and documentation;
- Maintains communications with other departments and public agencies to assist in solving problems throughout the grant process;
- Research, develops, and updates policies for review by the Assigned Counsel Administrator;
- Conducts internal administrative and fiscal studies to analyze department expenditures for review;
- Updates social media and website platforms in conjunction with Tioga County ITCS;
- Assists the ACA with legal research;
- Monitors legislation and change in law for review by the Assigned Counsel Administrator;
- Assists in drafting all legal forms as required;
- Composes correspondence for review by the Assigned Counsel Administrator;
- Aides in recruitment of attorneys to become members of the Assigned Counsel panel;
- Assists members of the Tioga County Assigned Counsel panel to apply for professional services offered by the Assigned Counsel Program;
- Assists in any concern of Tioga County that requires legal judgments for review by the Assigned Counsel Administrator;
- May assist in maintaining, tracking, and updating payroll records;
- May perform other paralegal duties as assigned;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of legal documents, terminology and procedures; thorough knowledge of family, county and local court systems in Tioga County; Thorough knowledge of the NYS Indigent Legal Services program; good knowledge of NYS laws including but not limited to the Penal Law, Criminal Procedure Law, Family Court Act, Social Services Law and Domestic Relations Law; 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; ability to maintain confidentiality; 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. Possession of an Associate's degree or higher and one (1) year of work experience as a Paralegal, Legal Assistant or Legal Secretary which involved work related to grant activities or related programs;  
**OR**
- b. Three (3) years of work experience as a Paralegal, Legal Assistant, or Legal Secretary which involved work related to grant activities or related programs; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b);

**NOTE:** Possession of a Certificate in Paralegal Studies from a program accredited by the New York State Education Department may be substituted for two (2) years of experience required in (b) above.