

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PARALEGAL **GRADE:** 11

TITLE ABBREVIATION: PARALEGAL **TITLE NO.:** 6485

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: LAW **DIVISION:** _____

SUPERVISOR'S TITLE: DEPUTY COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is para-professional legal work of a moderately complex nature within a municipal law office involving responsibility for a wide variety of legal duties, including but not limited to preparation, review and verification of legal and legal related documents; designing and supervising the maintenance of a variety of legal materials, etc. The work is performed under the direct supervision of an attorney or attorneys. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs all necessary litigation support, including assisting in the preparation for hearings and trials by coordinating conferences, appointment times for witnesses, gathering of evidence, interviewing witnesses, issuing subpoenas, investigative work, etc.;
2. Maintains litigation docket and processes notices of claims and other service upon a municipality following general office procedures and policies;
3. Prepares and revises contracts for attorneys review and compiles necessary information and documentation for new contracts;
4. Coordinates outside counsel representation including fee and status reports;
5. Prepares certain standardized legal documents such as subpoenas, affidavits of service;
6. Verifies citations in briefs, memos and opinions, rechecks the accuracy of cited cases;
7. Performs simple legal research and limited title searches;
8. Supervises the indexing and cross-referencing of legal materials (e.g. local laws, resolutions, etc.) and the development and maintenance of legal files;

9. Notes and coordinates the maintenance of various materials for office use (i.e. comptroller's opinions, assembly laws, law journals, etc.) and sends for same as required; updates and maintains law library;
10. Reviews, summarizes, coordinates and enters into computer litigation support documents;
11. Develops and maintains a "form" file and updates forms as appropriate;
12. Drafts routine correspondence for attorneys' signature and performs typing as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of legal documents, procedures and municipal law office routine; skill in typing at a reasonable rate; ability to read and analyze fairly complicated material; ability to perform accurate legal research; ability to prepare legal documents appropriate to a municipal law office; ability to assist an attorney by performing a variety of routine legal duties; ability to understand and carry out complex written and oral instructions; ability to communicate both orally and in writing; ability to use a personal computer; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of a Paralegal Certificate Program from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as a paralegal or legal assistant.

ADOPTED: 6/10/94 MM

REALLOCATED: 12/14/02

DRAFT: 10/15/07 ms

REVISED: 3/5/08 at

EEO CODE UPDATE: 7/19/12

REVISED: 08/30/16 dmc