

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: PARALEGAL

TITLE NO.: 1447

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing various paralegal tasks in support of an attorney or municipality's legal department. Routine administrative tasks are independently performed in order to relieve attorneys of detail. Work is usually performed under the general supervision of a municipal attorney or town supervisor with leeway to exercise independent judgment in matters concerning standard procedures and functions. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs and revises contracts for attorney's review and compiles necessary information and documentation for new contracts;

Prepares certain standardized legal documents such as subpoenas and affidavits of service;

Oversees the indexing and cross-referencing of legal materials such as local laws or resolutions and the development and maintenance of legal files;

Coordinates various materials for office use such as local laws, resolutions, comptroller's opinions, assembly laws, or law journals;

Reviews, summarizes, coordinates and enters into a computerized system general town and litigation support documents;

Develops and maintains a form template file and updates forms as appropriate;

Drafts routine correspondence for attorney's signature and performs keyboarding and transcription of audio dictation;

Performs simple legal research and necessary litigation support;

Coordinates outside counsel representation including fee and status reports;

Performs other duties as requested by the Attorney for the Town or Town Supervisor.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of legal documents, procedures and municipal law office routine; 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; initiative; tact; good judgment; 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.

JURISDICTIONAL CLASS: Competitive

REVISED: 3/7/08 at