

## PARALEGAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing assistance to an agency's professional legal staff and other staff members in areas of research, compiling and analyzing information, case preparation for presentation of case in a court or hearing, etc. The work is performed independently under the direct supervision of the agency's supervising attorney. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Researches statutory and case law, administrative rules, regulations, and policies to determine applicability; Reviews records and interviews agency staff and other to obtain background information; Compiles and analyzes information gathered and makes recommendations relative actions to be taken; Assists in the preparation of legal briefs, memorandum and other documents for use and presentation in a court of law or an administrative hearing; Assists in presentation in court or administrative hearing; Follows through on court or administrative decisions to ensure they are implemented; Reviews a variety of legal documents for completeness and accuracy; Assists in the interpretation of court and administrative decisions.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of legal research procedures, resources and terminology; Good knowledge of legal instruments and documents; Good knowledge of Social Services Law, Rules and Regulations and programs; Working knowledge of court and administrative hearing procedures; Working knowledge of programs such as Workers' Compensation, Social Security, Unemployment, etc.; Ability to interpret statutory and administrative laws, regulations and court decisions; Ability to set forth positions clearly and concisely in oral and written form; Ability to prepare effective correspondence; Ability to deal tactfully and effectively with State and local officials, department staff, clients and their representatives, and the general public; Ability to work without direct supervision; Initiative; Sound judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma and:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in legal studies or related field; or
  - B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in legal studies and two (2) years experience involving legal document preparation in a law office or legal unit of an organization; or
  - C. four (4) years of experience involving legal document preparation in a law office of legal unit or an organization and possession of a Paralegal certificate from a regionally accredited or New York State registered institution approved by the American Bar Association; or
  - D. An equivalent combination of training and experience as indicated in (A), (B) and (C)
- Above

Revised 7/6/87; 11/16/98;12/8/98; 8/29/02; 8/13/03; 2/10/11

Reviewed 7/27/10