

SENIOR OFFICE ASSISTANT (LEGAL)

DISTINGUISHING FEATURES OF THE CLASS: This is advanced level legal office/clerical and administrative work performed to support the efficient operation of a municipal legal office such as the Law Department, District Attorney's Office or Social Services Attorneys' Office. Familiarity with complex legal terminology used in the preparation of legal briefs and documents is required. Work involves the operation of automated systems equipment in the preparation and storing of legal documents and correspondence. General supervision is provided by legal staff and higher level administrators. Supervision is not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares and processes legal correspondence and documents relative to New York Criminal Procedure Law (§370.15, §710.30) and other laws and statutes, such as notices, subpoenas, orders, responses, declarations, statements, certificates, affidavits and other legal forms required for federal, state and local courts and related procedures;

Prepares and provides legal documents and information to Probation Department as requested;

Receives monthly calendars for assigned local courts and organizes necessary case materials, filing/processing of documents, attorney reminders, etc.

Receives and maintains case dockets, documents and files relative to all cases on local court calendars for assigned courts;

Prepares and organizes case files for Assistant District Attorneys' case research and court appearances, which includes running updated criminal histories (Record of Arrests and Prosecutions or RAP sheets) and Department of Motor Vehicles records, evidence and other documentation from arresting agencies such as 911 calls, videos, photos, etc.

Enters all notes, future court dates, seal orders, warrants, orders of protection, and any other additional information upon case files' return from court, including forfeitures;

Processes physical and electronic closing/breakdown of cases once they have received dispositions, including proper processing of seal orders;

Prepares evidence letters on a monthly basis to police agencies relative to disposal of evidence;

Maintains direct and regular communications with police agencies, jail personnel, laboratories, court clerks, defense attorneys, probation officers, immigration officers, etc. via telephone, fax and email;

Accesses and monitors relevant confidential information online through, and maintains up-to-date user certification for,

browser-based applications including New York State Division of Criminal Justice e-JusticeNY and New York State Department of Motor Vehicles data systems;

Uses general computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Answers and screens telephone calls, greets and directs visitors, takes messages and responds to requests for routine information in accordance with office procedures;

May open and distribute mail;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern law office methods and procedures, legal forms and legal terminology; good knowledge of executive secretarial skills including correct English usage, grammar, spelling and legal formatting; good knowledge of the capabilities of computer systems equipment and software for legal documents; familiarity with the operations of a public law office; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to understand and carry out complex oral and written directions; ability to establish and maintain effective working relationships; accuracy; resourcefulness; initiative; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Associate's degree and two (2) years of office clerical experience, one (1) year of which must have involved the producing and processing of legal correspondence and documents; or
- b) Graduation from high school or possession of a comparable diploma and three (3) years office clerical experience, one (1) year of which must have involved the producing and processing of legal correspondence and documents; or
- c) An equivalent combination of education and experience indicated in (a) and (b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.