

## SUPERVISING LEGAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is responsible for supervising the work of the clerical staff in the County Attorney's Office, as well as performance of clerical duties of a complex legal nature. Work is performed under direct supervision of the County Attorney with some latitude for the exercise of independent judgment. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the work of all clerical staff in the County Attorney's Office;  
Oversees scheduling of court calendars;  
Prepares and/or oversees preparation of cases for submission to the County Attorney or Deputy County Attorneys;  
Prepares and/or oversees preparation of a variety of legal documents including but not limited to subpoenas, petitions, motions, notices and orders;  
Processes and/or oversees processing of a variety of legal documents in accordance with prescribed procedures;  
Supervises recordkeeping processing, database organization and filing systems;  
Oversees and performs a variety of tasks to assist with computerized (such as New York CD-ROM Library) and/or online legal research;  
May prepare and/or oversee preparation of deeds, notices, tax sales and closings;  
Reviews and routes all incoming mail for proper distribution;  
Types, sorts and files correspondence, forms, reports, legal documents, and other material;  
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:

Thorough knowledge of general office terminology, procedures and equipment; good knowledge of legal terminology and legal forms and instruments; good knowledge of the methods and techniques of legal research; working knowledge of legal proceedings; ability to follow complex oral and written instructions; ability to communicate effectively both orally and in writing; ability to plan, direct and oversee the work of others; initiative; resourcefulness; good judgment.

MINIMUM QUALIFICATIONS: Either

a) Bachelor's degree in Paralegal Studies or a closely related field, and two (2) years experience as a paralegal assistant,

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- legal secretary or closely related experience; or
- b) Associate's degree in Paralegal Studies, Legal Assistant, or a related field, possession of a Paralegal Certificate, and four (4) years experience as a paralegal assistant, legal secretary or closely related experience; or
  - c) Graduation from high school or possession of a comparable diploma, possession of a Paralegal Certificate, and six (6) years experience as a paralegal assistant, legal secretary or closely related experience; or
  - d) An equivalent combination of training and experience as described in a), b) and c) 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.

NOTE: Possession of a paralegal certificate is not required for candidates who hold a Bachelor's degree in Paralegal Studies or a closely related field.

SPECIAL REQUIREMENT: Possession of a valid drivers license at the time of appointment.