

LEGAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is paralegal work of a moderately complex nature, involving a variety of paralegal duties, including but not limited to, research, review and preparation of legal documents, processing of petitions and court orders, as well as clerical processing duties. Work is performed under general supervision in accordance with specific policies and objectives. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs legal research for attorneys;
Prepares legal documents and processes them in accordance with prescribed procedures;
Prepares and processes paternity, support and juvenile delinquent petitions and orders;
Processes petitions filed pursuant to the Uniform Support of Dependents Law;
Assists in the preparation of tax foreclosure proceedings and bar claim proceedings;
Assists in the preparation of deeds, notices, tax sales and closings;
Types, sorts and files correspondence, forms, reports and other material.
Performs a variety of related activities as required.

When Assigned to the District Attorney's Office, the incumbent:

Prepares draft legal research and shell documents for review by staff attorneys;
Prepares reports and statistics for the District Attorney's use in the scheduling of all aspects of the attorneys and support staff;
Prepares legal memoranda for attorney review;
Prepares office docket control;
Acts as legal publication librarian for office;
Supervises database compilation of records for Office of District Attorney
Performs a variety of tasks using computerized legal research (New York CD-ROM Library);
Reviews and processes all legal mail;
Handles the intake and routing of all mail and legal motions, notices, etc.;
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.

LEGAL ASSISTANT (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods and techniques of legal research; working knowledge of legal instruments and documents; working knowledge of legal terminology; ability to conduct legal research; ability to verbally express facts in a concise manner; ability to follow complex oral and written instructions; ability to type at an acceptable rate of speed; initiative; resourcefulness; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Associate's degree in Paralegal Studies, Legal Assistant, or a related field, possession of a Paralegal Certificate, and one (1) year of experience as a paralegal assistant, legal secretary or closely related experience; or
- b) Graduation from high school or possession of a comparable diploma, possession of a Paralegal Certificate, and three (3) years of experience as a paralegal assistant, legal secretary or closely related experience; or
- c) An equivalent combination of training and experience as described 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.

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