

GENESEE COUNTY

PARALEGAL

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for performing paralegal duties within a municipal law office involving a wide variety of legal duties, including but not limited to research, preparation, review and verification of legal documents; assisting and maintenance of a variety of legal materials. The work is performed under the direct supervision of the District Attorney, the Assistant District Attorney – 1st, and their management staff or the Public Defender and their management staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepare discovery and assist with service and filing the of same along with other court documents;

File court documents to ensure requirements are met in a timely fashion;

Participate in the development and implementation of research projects and procedures by providing technical assistance to department staff;

Use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments;

Enter legal case data on automated systems to ensure that accurate information is preserved and available for future use;

Prepare drafts of motions and responses to motions and Bills of Particulars; determine status of cases and respond to inquiries;

Assist with the preparation of rough drafts or briefs and various legal documents as assigned, prepare digest of selected decisions and opinions;

Assist with preparation of standardized forms concerning extradition and review bail bond documents;

Review cases scheduled for court and ensure quality of case preparation;

Assist attorneys by compiling and drafting legal documents and supportive data and prepare for court appearances;

Analyze cases, statutes and perform legal research;

Assemble exhibits, affidavits and legal documents for the use of attorneys in the preparation of cases and collect any additional information as needed;

Verify legal citations and statutory references contained in legal documents against original sources, making certain they are correct and in complete conformance with source material;

Coordinate procedures between District Attorney's Office and Law Enforcement in order to meet deadlines, discovery and other filings;

If applicable, coordinate between Public Defender's Office and District Attorney's Office in order to meet deadlines for discovery and other filings;

Assist in the preparation and maintenance of reports required by federal, state and county agencies by getting documents signed and delivered to appropriate agencies by scheduled deadlines;

Perform related work as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Working knowledge of reporter system, law digests, legal encyclopedia, and legal citations; working knowledge of the techniques normally employed in preparing legal memoranda, conducting legal research and analyzing legal problems; working knowledge of court, trial and hearing procedures; ability to independently gather, analyze, and organize legal data and information into clear and logical sequence; ability to analyze and react to legal issues and identify significant case opinions and facts; ability to understand and follow oral and written directions; ability to get along well with others; clerical aptitude and possess a high degree of confidentiality.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk, or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and possession of Paralegal Certification or Legal Assistant;

OR:

- B. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and two (2) years of full-time, paid experience, in a position with paralegal or legal assistant duties involving use of independent judgment;

OR:

- C. Any equivalent combination of education and experience as indicated in A and B above.

NOTE: Part-time, paid experience will be pro-rated.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.