

PARALEGAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This is paraprofessional legal work of a moderately complex nature within a municipal law office involving responsibility for a wide variety of legal duties, including but not limited to research, preparation, review and verification of legal documents and the maintenance of a variety of legal materials. The work is performed under the direct supervision of an attorney or attorneys.

TYPICAL WORK ACTIVITIES:

1. Prepares certain standardized legal documents such as subpoenas and affidavits of service;
2. Performs legal research in civil law for attorneys;
3. Writes routine resolutions and correspondence for attorney's signature, etc.;
4. Prepares and revises contracts and compiles necessary information and documentation for new contracts;
5. Verifies citations in briefs, memos and opinions, rechecks the accuracy of cited cases;
6. Notes and coordinates the maintenance of various materials for office use i.e., comptroller's opinions, assembly laws, law journals, etc.) and sends for same as required;
7. Assists in the preparation for hearings and trials by coordinating conferences, appointment times for witnesses, gathering of evidence, interviewing witnesses, issuing subpoenas etc.;
8. Supervises the indexing and cross-referencing of legal materials (e.g., local laws, resolutions, etc.) and the development and maintenance of legal files;
9. Processes notices of claims and other service upon a municipality following general office procedures and policies;
10. Develops and maintains a "form" file and updates forms as appropriate;
11. Assists in maintaining a system for collecting outstanding monies owed a municipality;
12. Performs investigative work and interviews witnesses, claimants under Workmen's Compensation, and employees in labor relations cases;
13. Conducts title searches in the County Clerk's Office;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of legal documents, procedures and municipal law office routine; good communication skills, particularly in writing clearly and effectively and ability to read and analyze fairly complicated materials; ability to perform accurate legal research; ability to prepare legal documents appropriate to a municipal law office; ability to assist an attorney by performing a variety of routine legal duties; ability to understand and carry out complex written and oral instructions; ability to communicate orally and effectively with co-workers and the general public; physical condition commensurate with the demands of the position.

PARALEGAL ASSISTANT (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Possession of a Bachelor's degree and one (1) year of full-time, paid legal experience;
- OR: (B) Possession of a Bachelor's degree and completion of an approved course of study for Paralegal Specialist, Legal Assistant, or a related area or substantially equivalent training.

LS1302

ADOPTED: 02/19/82