

## PARALEGAL (Public Defender)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of complex clerical tasks and legal secretarial duties in support of the Public Defender's Office. Assists the legal staff in research, collection of data, and preparation of legal documents. This position involves research and preparation of data as needed by the legal staff. Incumbent in this class works under the supervision of an attorney. Does related work as required. Tasks are completed utilizing independent judgment and an understanding of departmental procedures and policies. A Paralegal (Public Defender) does related work as required.

### TYPICAL WORK ACTIVITIES:

- Utilizes dictating equipment, computer equipment and software to produce original documents including memoranda of law, motions, pleadings, answers and a variety of correspondence;
- Maintains case management for Criminal Court Felony matters that have been transferred to Count Court;
- Maintains a current law library by ordering and supplementing law reports and various legal subscription services;
- Processes restitution that has been ordered to be paid and mails out payments as ordered by the court;
- Drafts motions, affidavits, orders and other legal documentation as pertaining to criminal court activity;
- Performs the intake procedure for all criminal court defendants;
- Assists office investigators with interviewing witnesses;
- Assists the attorney in preparing for court appearances and trials;
- Meets with clients to discuss offers and various conferences;
- Schedules appointments for clients to meet with their attorney or investigator to discuss case;
- Schedules court dates with various courts;
- Perform legal research.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of Federal and State reporting systems, law digests, legal encyclopedias, legal citations; good knowledge of State, Federal and Municipal laws; ability to gather information and draft legal documents; ability to understand and carry out oral and written instructions; ability to articulate clearly and logically both in writing and orally; ability to work well with others; ability to maintain confidentiality; initiative; tact; good judgement.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Paralegal Studies approved by the American Bar Association and two (2) years' experience as a Paralegal, Paralegal Assistant or legal secretary in a law office; or
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and possession of a Paralegal certificate from a regionally accredited or New York State registered institution approved by the American Bar Association and two (2) years' experience as a Paralegal, Paralegal Assistant or legal secretary in a law office; or
- C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Paralegal Studies approved by the American Bar Association and four (4) years' experience as a Paralegal, Paralegal Assistant or legal secretary in a law office; or
- D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and possession of a Paralegal certificate from a regionally accredited or New York State registered institution approved by the American Bar Association and four (4) years' experience as a Paralegal, Paralegal Assistant or legal secretary in a law office.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 11/20/19