

PARALEGAL BOCES

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing a variety of paralegal duties. The incumbent works under the general supervision of The Director of Personnel & Labor Relations or Sr. Labor Relations Specialist who assigns work and projects. The incumbent is responsible for performing a variety of tasks that while not requiring an attorney, nevertheless, entail the application of legal procedures and research techniques to facilitate the preparation of legal documents. The incumbent's specific duties will vary within the broad framework of paralegal skills. A Paralegal does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists with preparation of a variety of legal documents;
- Assists with the collection of data and surveys;
- Researches and analyzes law sources, reference files and other sources for information and data;
- Legal research in school and employment/labor law;
- Prepares and revises contracts and compiles necessary information and documentation for new contracts;
- Assembles exhibits, affidavits, legal documents, etc., in the preparation of cases and collects any additional information;
- Prepares and manages superintendent hearing reports, and transcribes hearings upon request;
- Assists with scheduling and planning of department sponsored workshops;
- Provides support for negotiators;
- Responds to FOIL (Freedom on Information Law) request;
- Manages Labor Relations website with Technology department assistance;
- Acts as law librarian, managing, ordering, and monitoring legal volumes and periodicals, and ensures they are up-to-date;
- Maintains calendar and schedules meetings, appointments, conferences, etc. for department;
- Files correspondence, reports, and legal documents in office filing system;
- Ensures proper indexing and filing of original legal documents;
- Creates and manages databases;
- Performs other paralegal/clerical duties as needed or requested.

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; working knowledge of office terminology, procedures and equipment; knowledge of the capabilities and limitations of electronic data processing equipment; 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; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and successful completion of a course of instruction related to database manipulation, microcomputer operation or other microcomputer related function and either:

A. Successful completion of 27 semester credit hours in paralegal studies or law at a regionally accredited or New York State registered college or university;

OR

B. Possession of a Certificate awarded for completion of a course in paralegal studies approved by the American Bar Association;

OR

C. Two years of experience which shall have involved researching and drafting memorandums of law, motions or pleadings, or similar legal papers along with case preparation for litigation before a court of law or administrative agencies.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 7/12/05