GENESEE COUNTY

SENIOR PARALEGAL (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This is a senior paraprofessional position responsible for the independent review, research and preparation of legal documents, preliminary case screening and assignment, and acting as liaison between the employer and agencies. The incumbent serves as the lead worker in the unit providing guidance and direction to the paralegals. This position will have access to confidential and/or privileged information. The employee may be assigned special programs and/or projects. The work is performed under the general supervision of an attorney or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES:

Researches law, and analyzes law sources such as statutes, recorded judicial decisions, legal articles, etc.;
Incorporates legal references and includes an analysis of precedents involved in relation to the case of matter under discussion;
Assembles exhibits, affidavits, legal documents, etc., for the use of attorneys in the preparation for trial of cases, and collects any additional information which is needed;
Assists in the preparation of cases by identifying and interviewing prosecution witnesses, police officers, victims, and coroners, and takes appropriate steps to ensure that priority is given to cases in local courts and Grand Jury motions and trials;
Maintains close contact with local and State Police agencies, Probation and Sheriff's Office to insure complete communication and coordination of information on cases;
Reviews and drafts memoranda, answers to complaints, demands for bills of particular, demands for various other discovery, various motions, orders, subpoenas, etc.;
Assists legal counsel and clerical staff in the preparation, research, and trial of legal actions;
Reviews legal documents for completeness and accuracy;
Generates legal documents and correspondence, including but not limited to orders and motions; maintain office statistics, as directed;
Assists attorneys on special assignments, as assigned;
Gathers information from law enforcement agencies as needed by attorneys;
Acts as liaison between the employer and other departments and outside agencies;
Develops processes within their functional area;
Compiles statistical reports;
Insures compliance with all department, court and statutory limitations;
Conducts meetings to ensure that the office is running efficiently and to maintain communication between all members of the office.

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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Thorough knowledge of legal instruments and forms; good knowledge of legal research tools and techniques; good knowledge of laws and legal procedures associated with the agency to which the employee is assigned; good knowledge of

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS CONT'D: supervisory practices; ability to communicate orally and in writing; ability to maintain confidentiality; ability to assist legal counsel in case preparation; ability to interpret rules and regulations; ability to collect data from various sources and prepare a viable case for presentation; ability to present cases at administrative hearings; ability to conduct legal research; good judgment; physical condition commensurate with the demands of the position.

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: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

A. Possession of an Associate's Degree or higher, plus two (2) years paid full-time or its part-time equivalent experience in in paralegal;

OR:

B. Possession of an Associate's Degree or higher in Paralegal Studies, plus one (1) year paid full-time or its part-time equivalent experience in paralegal;

OR:

C. Satisfactory completion of an accredited paralegal training and instructional program and possession of a certificate of completion, plus one (1) year paid full-time or its part-time equivalent experience in paralegal;

OR:

D. An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

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NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

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