

SECRETARY/PARA-LEGAL AIDE TO COUNTY ATTORNEY

TOMPKINS COUNTY

Department County Attorney
Classification Exempt
Labor Grade K (11)
Approved 2/7/61
Revised SCS 1/14/87;12/93;7/99;3/00;10/05;11/05
By AF, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative level position involving complex para-professional legal clerical work in the Tompkins County Attorney's Office. The incumbent is responsible for office management and administrative support for the County Attorney and Assistant County Attorney(s). The work involves use of various legal researching tools to perform legal research, prepare Court orders and other legal documents. A working knowledge of law, legal procedures and various administrative policies is required in order to adequately perform the duties of this position. The work involves substantial operation of a personal computer. The incumbent exercises a moderate amount of autonomy and independent judgment when performing these duties. This employee works under the direction of the County Attorney. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists in the preparation of pleadings, orders, petitions, motion papers, contracts, resolutions and other legal documents;
Types dictation of letters, memoranda, reports and other materials related to the Attorney's office;
Types, processes, indexes, sorts records and maintains confidential and regular correspondence files necessary for the operation of the Attorney's Office;
May subpoena witnesses, officers and others involved in juvenile cases;
Prepares statistical reports;
Handles payment of office bills and ordering of supplies;
Drafts and file petitions, court orders and other legal documents required for Court proceedings;
May conduct cursory interviews of parental petitions filing PINS petitions and review said petitions;
May take or prepare sworn statements or depositions regarding PINS matters;
-Maintains Health Department, Solid Waste, Finance, Mental Health and Personnel collection cases and expediently pursues these overdue accounts;
-Maintains relevant estate files, including draft preparation of annual report to the State Comptroller on case status;
May aide in title/judgment searches of potential foreclosure properties.
Accurately drafts various legal documents, including preparation of time sensitive materials;
Service and notification of outside attorneys and witnesses for pending hearings;
Obtains legal reference material and performs legal research;
Types dictation of letters, memoranda, reports and other materials;
Conducts correspondence on matters where policies and procedures may or may not have been defined;
Exercises a moderate level of autonomy, judgment and discretion when assisting various County Departments in the administration of legal matters;

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SECRETARY/PARA-LEGAL AIDE TO COUNTY ATTORNEY (CONTINUEDD)

TYPICAL WORK ACTIVITIES (CONTINUED):

Reviews and makes recommendation to the County Attorney of the status of Poor Person Applications;
Schedules hearings, appointments, receives incoming calls and refers them to the appropriate person, and answers requests for various information;
Assists the Contracts Coordinator by reviewing incoming contracts, obtaining the appropriate insurance information from vendors, maintaining the contracts database, returning contracts to vendors and county departments, preparing yearly county contracts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good general knowledge of general legal principles, practices and procedures;
Working knowledge of office procedures, terminology and equipment;
Good general knowledge of business arithmetic and good grammatical English;
Good general knowledge of the functions and procedures of the courts, especially the Family Court;
Working knowledge of the laws pertaining to legal proceedings, especially the Family Court Act;
Ability to do legal research using law library legal reference material or electronic research (West Law);
Ability to type accurately at a satisfactory rate of speed using a typewriter and/or a personal computer;
Ability to understand and carry out complex oral and written directions;
Ability to write legibly;
Ability to establish and maintain cooperative relationships with the public and with other governmental and private agencies;
Ability to solicit pertinent information regarding PINS matters, and deal with emotional situations and people;
Ability to operate and perform routine maintenance of office equipment, such as printers, fax machines, copy machines, etc.;
Ability to maintain confidentiality of sensitive juvenile information, cases and files;
Professional and mature demeanor representative of the County Attorney's law office setting;
Mental alertness, neatness, accuracy, integrity, tact, and good judgment are required; and
The employee's physical condition shall be commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS: The ability to type at an acceptable rate of speed
AND EITHER:

- (a) Graduation from a regionally accredited or New York State registered two-year college or university with at least 60 college credit hours in Paralegal Studies or a related field; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) legal clerical experience; **OR**
- (c) Any combination of training and experience that is acceptable to the County Attorney or equal to or greater than that specified in (a) and (b) above.

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