

Paralegal Aide Tompkins County

Department: Office of Human Rights, DSS

Classification: Competitive

Labor Grade: 10

Approved: Bd. Res. #193, 7/16/96

Revised: 1/00; 2/01; 5/06; 3/07; 7/15; 12/23

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree **AND** possession of at least one year of full-time paid (or the part-time and/or volunteer) legal administrative experience; **OR**
2. Graduation from a New York State registered two-year college with an Associates Degree in Paralegal Studies or a certificate in Paralegal Studies **AND** possession of at least three years of full-time paid (or the part-time and/or volunteer) legal administrative experience; **OR**
3. Any combination of training and experience that is equal to, or greater than, that specified in (a) and (b) above, as determined by the Commissioner of Personnel.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a position which combines complex legal administrative work with paraprofessional legal work. The legal administrative work involves responsibility for assisting the in a wide variety of legal administrative and intake work. A general understanding of law, of legal procedures, and administrative policies is required in exercising the independent judgment necessary to perform these administrative duties. The paralegal work involves performing a variety of procedures required of the department. The work is performed under the general supervision of the Department head or their designee with considerable leeway allowed for the exercise of independent judgment. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists in the preparation of complaints, memos of law, transcriptions, memos of conversion, minutes, resolutions and other legal documents;

Obtains legal reference material when requested;

Transcribes and types audio dictation of letters, memoranda, reports and other materials;

Transcribes, types and records minutes and proceedings of meetings, hearings and conferences;

Conducts routine correspondence on matters where policies and procedures have been defined;

Types, processes, indexes, sorts records, and maintains confidential and regular correspondence files necessary for the operations of the department;

Conducts interviews with witnesses and when appropriate, prepares and takes sworn statements or depositions;

Answers telephone, schedules appointments, receives callers and refers them to the proper persons, and answers requests for various information;

TYPICAL WORK ACTIVITIES:

At the Office of the County Attorney – In addition to the activities above:

Accurately drafts various legal documents (pleadings, orders, petitions, motion papers, appellate briefs, contracts, resolution, deeds and other legal documents) pertaining to Civil/Municipal Laws, Family Court Laws, Criminal Procedure Laws and foreclosures;

Electronically files legal paperwork with various courts;

Assist with the preparation of deeds and real estate documents for the sale of or purchase of properties by the County;

Assists with the intake, preparation and completion of FOIL requests;

Maintains the digital calendar of the County Attorney, schedules appointments, receives callers and refers them to the proper persons, and answers requests for various information;

Manages all budgetary accounts and billing, orders supplies and assists with the preparation of annual department budget;

Manages equipment, services and supplies (copier, fax, printers, phones etc.);

Handles collection cases for various county departments;

TYPICAL WORK ACTIVITIES:

At the Office of Human Rights – In addition to the activities above:

Is responsible for all duties related to complaint processing -- including complaint threshold assessments, referrals, scheduling and conducting complainant and respondent interviews, drafting briefs, written and verbal correspondence with parties, requests for reasonable accommodation negotiations, facilitating conciliation strategies, maintenance of case files, and case review reporting;

Prepares conciliation agreements, complaints, and other legal documents;

Conducts research regarding questions of law or regulation and advises the Director of Human Rights;

Assists the Director of Human Rights in matters that require legal interpretation or preparation.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of general legal principles, practices and procedures;

Thorough knowledge of office procedures, terminology, technology, and equipment;

Ability to articulate complex administrative and legal concepts to parties, through both written and verbal communication;

Skill in investigative, interviewing and report preparation techniques;

Ability to work effectively with diverse and difficult clientele in high-stress situations;

Ability to understand and carry out complex oral and written directions;

Ability to write clearly, concisely, and legibly;

Ability to establish and maintain cooperative relationships with diverse groups with varying interests, including public, private, and community-based stakeholders and/or with other governmental and private agencies;

Ability to be impartial, fair, and effective in the gathering of facts through investigation and interview;

Mental alertness, neatness, accuracy, integrity and good judgment are all required personal characteristics.

The employee's physical and mental condition shall be commensurate with the demands of the position, with or without reasonable accommodations.

In addition to the above, the Office of the County Attorney position requires:

Working knowledge of the laws pertaining to Civil/Municipal, Family Court, Criminal Procedure and Public Officers Law;

Working knowledge of the functions and procedures of the courts including electronic filing;

Thorough knowledge of business arithmetic and English;

Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;

Ability to handle routine administrative details independently, including the composition of letters and memoranda.

In addition to the above, the Human Rights Department position requires:

A good knowledge of and the ability to research and draft complex legal documents including those involving violations of NYS Human Rights Law, federal civil rights law and local civil rights ordinances in the preparation of cases for investigation, conciliation, or referral;

A working knowledge of the functions and procedures of the State Division of Human Rights and other state and federal enforcement agencies;

A working knowledge of laws pertaining to legal proceedings, especially the Civil Rights Act, State Human Rights Law, the ADA, ADEA and other legislation pertaining to civil rights law;

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