

Secretary/Paralegal Aide To County Attorney Tompkins County

Department: County Attorney

Classification: Exempt

Labor Grade: Confidential Grade 65

Approved: Reclass 04/10/2017

Revised: SCS 1/14/87;12/93;7/99;3/00;10/05;11/05; 4/17

By: AF, Commissioner of Personnel

SUGGESTED MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four-year college with a bachelor's degree in paralegal studies, business administration, political studies, criminal justice or a closely related field with a strong concentration in the American Legal System AND five years of full-time paid (or the equivalent part-time and/or volunteer) legal clerical experience; **OR**

(b) Graduation from a regionally accredited or New York State registered two-year college with an associate degree in paralegal studies, secretarial science, business administration, political studies, criminal justice or a closely related field with a strong concentration in the American Legal System AND seven years of full-time paid (or the equivalent part-time and/or volunteer) legal clerical experience; **OR**

(c) Any combination of education and experience equal to or greater than that specified in (a) and/or (b) above as determined by the Commissioner of Human Resources.

NOTE:

At least ten years working as a paralegal/office manager in a law office is preferred.

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

DISTINGUISHING FEATURES OF THE CLASS:

This position involves assisting the County Attorney in all functions of the County Attorney's Office as well as acting as the Deputy FOIL Officer for the County. Work is performed under the general supervision of the County Attorney with a considerable level of autonomy and responsibility. Independent judgment is exercised on a frequent basis. The incumbent must possess considerable knowledge of legal procedure and administrative policy in a municipal setting. The incumbent will exercise supervision and oversight of employees involved in the FOIL process. Management of multiple databases is required to complete the FOIL process. This position involves significant external contacts with law enforcement, media, court personnel, high-ranking officials and external agencies. This position also requires significant internal contact across departments within the County and the work requires professional collaboration on overlapping work projects. The incumbent will also work with external high-ranking officials and will be responsible for administration and delivery of specific programs. As a result, the incumbent must possess considerable interpersonal skills. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- 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;
 - Prepares deeds and real estate documents for the sale of or purchase of properties by the County;
 - Obtains legal reference material and performs legal research;
 - Review and receive incoming FOIL requests received by the County;
 - Review and edit proposed responses to FOIL requests from various county departments;
 - Answers all incoming FOIL requests received by the County;
 - Advises County staff regarding FOIL and assists with interpretation of Public Officers Law and Open Meetings Law to provide accurate responses;
 - Represent the office as the Safety Officer, Title 6 Coordinator, ITS contact, etc.;
 - Conducts correspondence on matters where policies and procedures may or may not have been clearly defined; Types, processes, indexes, sorts records and supervises confidential and regular files necessary to the operation of the County Attorney's Office;
 - 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;
 - Prepares annual department budget, manages all budgetary accounts, orders supplies;;
 - Manages equipment, services and supplies (computers, copier, fax, printers, phones etc.);
 - Types dictation or reviews letters, memoranda, reports and other materials related to the Attorney's office;
 - 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;
 - Exercises a high level of autonomy, judgment and discretion when assisting various County Departments in the administration of legal matters;
 - Coordinates and manages all day-to-day activities in the County Attorney's Office including scheduling and office coverage;
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- Responsible for the review and approval of employee time cards, all employee human resources related forms/ questions;
 - Notify, update and maintain direct contact with insurance carriers regard the status of pending litigation;
 - Liaison between the office and Mental Health regarding Kendra's Law cases. Advise staff and psychiatrists regarding case preparation, time constraints and preparation of documents. Complete and file all documents including final orders and communicate directly with the attorneys for Mental Hygiene legal services regarding these cases;
 - Review outside counsel billing;
 - Investigate, prepare and file responses to human rights, EEOC, etc., complaints;
 - Responsible for maintaining the County Attorney website.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Extensive knowledge of the laws and procedures pertaining to FOIL and FOIL database management;
- Thorough knowledge of the functions and procedures of the courts;
- Working knowledge of the laws pertaining to civil and criminal legal proceedings;
- Thorough knowledge of municipal law;
- Thorough knowledge of general legal principles, practices and procedures;
- Thorough knowledge of business arithmetic and English;
- Thorough knowledge of office procedures, terminology and equipment;
- 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;
- Ability to understand and carry out complex oral and written instructions;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ability to interact effectively and calmly in difficult situations;
- Ability to type accurately at a satisfactory rate of speed using a personal computer;
- Mental alertness; neatness; accuracy; integrity; and good judgment; and
- The employee's physical conditions shall be commensurate with the demands of the position.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

Physical: The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. Such work encompasses approximately $\frac{3}{4}$ of a normal working day. As a result, the job may involve considerable visual effort. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. In respect to the physical demands of this position, there may be considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role. As a general rule, the computer operation responsibilities require considerable precision, manual dexterity, knowledge and skill. There is minimal risk of injury or illness in this position.

Mental: The employee is required to work closely and cooperatively in close physical proximity with others. The job does require considerable demands from extremely tight deadlines. The employee may occasionally be required to work alone. Environmental: Almost all work is performed indoors in a temperature controlled environment. The work environment poses minimal, if any, exposure to disagreeable work conditions. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements.

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