

## **SENIOR PARALEGAL AIDE Tompkins County**

**Department:** Human Rights Department

**Classification:** Competitive

**Labor Grade:** 14

**Approved:** 0

### **MINIMUM QUALIFICATIONS:**

(a) Possession of a Bachelors degree from a regionally accredited or New York State registered four year college or university and possession of a certificate in paralegal studies **AND** at least two years of legal clerical experience; **OR**

(b) Possession of an Associates Degree in Paralegal Studies from a regionally accredited or New York State registered two year college or possession of a certificate in Paralegal Studies **AND** at least four years of full-time paid (or the part-time and/or volunteer) legal clerical experience; **OR**

(c) Possess any combination of training and experience that would be determined 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 paralegal work and highly skilled investigative techniques in the County's Human Rights Commission Office. The Senior Paralegal works independently by performing a wide variety of legal procedures required of the Human Rights' Commission in drafting, filing and investigating complaints of discrimination in credit, education, employment, housing and public accommodation. Assist the County's Director of Human Rights in a wide variety of legal, fiscal, administrative and clerical functions. A thorough understanding of the laws, policies and procedures on civil rights, affirmative action/equal opportunity compliance programs, and applicable regulatory policies. These duties include preparing and filing investigative complaints with the applicable State and Federal agencies and obtaining evidence and statements to prepare written determinations. All work is performed under the general supervision of the Director of Human Rights with considerable leeway allowed for the exercise of independent judgment. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Independently conducts client intake interviews; reviews and evaluates investigative cases to determine if they are supported by sufficient evidence and jurisdiction;
- Conducts neutral fact-finding interviews and investigations for the preparation of written determinations, including but not limited to requesting and disseminating documentary and tangible evidence to parties to the complaint; and analyze statistical, comparative, and financial data;
- Arrange and conducts alternative dispute resolutions/conciliation conferences; and prepare resolution demands, settlement agreements and legal correspondence with respective parties;
- Transcribes, types and records minutes and proceedings of meetings, hearings and conferences;
- Conducts complex legal research on the elements of causes of action, jurisdictional issues, and alternative administrative procedures, as well as questions of law, policies and statutes;
- Independently communicate with current complainants and respondents (written and via telephone), regarding answers, rebuttals, summaries of investigations, affidavits, document requests, and statistical and comparative data;
- Oversight Administrator of the Human Rights' CITRIX case management system and designated local trainer for the New York State Division of Human Rights; supervise support staff, monitors data entry and conducts ongoing data system checks in conjunction with the New York State Division Information technology division;
- Supervises and allocates casework for staff; maintain investigation case docket, and conducts orientation and training for new staff, undergraduates and law interns on investigative techniques, legal analyses, and standard legal operating procedures;

- Insure compliance with all departmental, court and statutory limitations; as well as changes in law and procedural requirements;
- Manage day-to-day operating functions in the absence of the Director;
- Coordinate, facilitate and participate in county-wide diversity, affirmative action initiatives and educational outreach programs;
- Assist in the formulation of office policies and procedures; interact on behalf of Commission with internal and external agencies to solve mutual problems through informal resolution; and evaluate, assess, and develop streamlined procedures and process in employment and labor relations, education, public accommodations, and housing;
- Manage and serve as department representative for information technology, buildings and grounds rental property management and maintenance, office equipment, contractual and professional support services; and Budget Administration includes the preparation of vouchers, requisitions, purchase orders, travel authorizations and travel expense reimbursements;
- Ordering supplies;
- Assisting Director for final budget preparation;
- Acting as a designee for Director at budget hearings and legislative committee meetings;
- Preparing payroll from approved timesheets.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

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

Thorough knowledge of the NYS Civil Procedures, Laws and Rules, Special Proceedings within the Supreme Court of the State of New York;

Thorough knowledge of the laws pertaining to legal proceedings, especially the Civil Rights Act, State Human Rights Law, FMLA, ADA, ADEA, EEO/AA and other legislation pertaining to civil rights law;

Thorough knowledge of the functions and procedures of the State Division of Human Rights;

Thorough knowledge of legal principles, practices, terminology, procedures and legal research databases;

Thorough knowledge of investigative, interviewing and report preparation techniques;

Good knowledge of municipal accounting and the techniques of budget preparation;

Skill in investigative, interviewing and report preparation techniques;

Ability to handle routine administrative details independently, including the composition of legal papers, letters and memoranda;

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

Ability to plan, assign and supervise the work of others;

Ability to manage multiple priorities and deadlines under pressure;

Ability to take and transcribe dictation at a rate of speed satisfactory to the Director;

Ability to type accurately at a rate of speed satisfactory to the Director;

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

Ability to efficiently gather facts through investigation and interview;

Ability to review numerous complaints and to suggest and take appropriate measures in an effort to resolve them;

Mental alertness, neatness, accuracy, integrity, good judgment, tact, initiative and resourcefulness are required;

The employee's physical condition shall be commensurate with the demands of the position.