

LEGAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for data collection and reporting; updating, researching, identifying and developing grant applications and coordinating applications for state and local grants, contracts and administering same. An employee in this class will be required to administer grants and contracts. Work is performed within established guidelines and policies with leeway for independent action in determining which of the claims are within appropriations and which budget accounts will be charged with the expenditures. The work involves responsibility for performing paralegal duties and a variety of tasks that while not requiring the skills of an attorney, nevertheless, entail the application of limited legal procedures and research techniques to facilitate the preparation of legal documents and matters for litigation. Work is performed under the supervision of a higher-level administrator with leeway allowed for the exercise of independent judgment and initiative; Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Researches, identifies and develops potential grant using on-line information retrieval systems. (In the Public Defender's Office for Criminal Defense and Parental Representation); Maintains information file on grants, including what programs are available, where to apply for which programs, and trends in federal, state and private programs; Investigates and identifies new funding possibilities; Prepares final grant and contract proposal submissions; Maintains filing on all grant and contract activities; Prepares a variety of reports and studies including new Indigent Legal Services (ILS) data requirements; Monitors federal, state, and other regulations concerning grants and contracts and ensures compliance; Identify any changes in how data is currently collected, maintained, and reported in order to comply with ILS definitions, requirements, and deadlines to higher-level administrator prior to implementing changes; Familiarity with the technology employed by providers of mandated representation to track relevant data as well as with providers' practices in collecting and maintaining pertinent data; Availability for in-person and web-based training on several aspects related to data tracking in compliance with ILS requirements; Availability to provide regular updates to ILS on the status of the implementation of the new data requirements; Coordinate the annual reporting of required data in a uniform, accurate and timely fashion; Maintain an impartial and consistent approach when dealing with different providers; Have the capacity to represent faithfully to ILS the quality of the data from all providers in the county, and communicate to ILS any concerns about data quality; Speak authoritatively to the accuracy and consistency of data submitted; Maintains ledger accounts for operating agencies to keep current and accurate budget balances; Initiates and installs work methods and procedures to promote economy and efficiency in departmental administration; Organizes material and information for pleadings, orders, petitions, motion papers, demands for discovery, bills for particular contracts, resolutions and other legal documents; Conducts routine correspondence on matters where policies and procedures have been defined; Prepares subpoenas for witnesses, officers and others to obtain statements or testimony at trials; Answers telephone, schedules appointments, receives callers and refers them to the proper persons, and answers requests for various information; May prepare briefs and appear in Court; May meet with staff to obtain information regarding matters before the Court to determine what evidence, witness or materials would be required to continue processing of the case. Does related work as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Characteristics: Thorough knowledge of the laws, rules, regulations and guidelines applicable to grant programs; Thorough knowledge of federal, state and private grant programs and grant sources; Good knowledge of the needs and purposes of an educational institution; Good knowledge of modern research practices and techniques; Good knowledge of general legal principles, practices and procedures; Good knowledge of modern office terminology, procedures, equipment and business English; Ability to establish effective working relationships with a wide variety of people; Ability to understand and interpret complex oral and written information; resourcefulness; and initiative. Working knowledge of the functions and procedures of Courts; Working knowledge of the laws pertaining to legal proceedings; Ability to communicate effectively both orally and in writing; Ability to efficiently gather facts through investigation and interviews; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: either:

- A. Graduation from college or university with a Bachelor's Degree in Business Administration or Management, Accounting, Legal Studies or closely related field and one (1) year experience: 1) Grant writing or grants management; or 2) Accounting or account keeping experience related to tracking program revenues and expenditures; or 3) Administrative business or governmental experience which involves the writing of detailed, complex narrative reports, technical reports, policies and procedures or similar written materials as a substantial portion of the work or related type of work as described in 1, 2, or 3; **OR**
- B. Graduation from a college or university with an Associate's degree in Business Administration, Legal Studies or Management Accounting or closely related field and three (3) years experience: 1) Grant writing or grants management; or 2) Accounting or account keeping experience related to tracking program revenues and expenditures; or 3) Administrative business or governmental experience which involves the writing of detailed, complex narrative reports, technical reports, policies and procedures or similar written materials as a substantial portion of the work or related type of work as described in 1, 2, or 3; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years experience: 1) in a law office which includes accounting or account keeping experience related to tracking revenues and expenditures; or 2) Administrative business or governmental experience which involves the writing of detailed, complex narrative reports, technical reports, policies and procedures or similar written materials as a substantial portion of the work or related type of work as described in 1 or 2; **OR**
- D. An equivalent combination of training and experience as indicated (A), (B) and (C) above.

NOTE: Paid work experience in the preparation of written proposals for obtaining new and/or additional program funding from a governmental or private source may be considered as qualifying experience.

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.

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