

## **SENIOR PARALEGAL**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves complex paralegal work and assisting with day-to-day administrative functions and a variety of tasks that, while not requiring the skills of an attorney, nevertheless, entail the application of limited legal procedure and research techniques to facilitate the preparation of legal documents in matters of litigation. The Senior Paralegal performs a wide variety of legal, fiscal, clerical supervisory and administrative tasks required of a legal office. The work involves an understanding of laws, policies and procedures. This position supervises and allocates work for staff and ensures that all staff training requirements and documents are properly completed and submitted appropriately. The work is performed under the general supervision of the department's attorneys with considerable leeway allowed for the exercise of independent judgment. Does related work as required.

**TYPICAL WORK ACTIVITIES:** Supervises and allocates work to staff, including but not limited to, conducting meetings as needed and addressing issues in the workplace or referring such issues to the supervising Attorney and manage day-to-day functions; Assist in the formulation of office policies and procedures and inform employees of any change in policy and procedure, as directed by the supervising Attorney; Conduct Department meetings to ensure that the office is running efficiently and to maintain communication between all members of the office; Receive and process any and all billing material for the office, including those for trainings, literature, membership dues and any other cost the office may incur. Maintain files on such transactions and submit travel authorizations and vouchers as appropriate; Prepares orientation material and conduct such orientation for newly hired employees and ensure that the new employee is provided with everything needed to carry out their duties; Ensure that annual mandated trainings are completed; Complete payroll responsibilities and maintain time sheets and reports. Submit reports as required; Insure compliance with all department, court and statutory limitations; Assist attorneys and clerical staff in case and hearing preparation, including proper and timely filing of papers; research legal issues, prepare drafts of legal documents, maintain digital and hand files; Generate legal documents and correspondence, including but not limited to orders and motions; maintain office statistics, as directed; Assist attorneys on special assignments, as assigned.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of legal principles, practices, terminology, procedures and legal research; Good knowledge of municipal accounting and the technique of budget preparation; Good knowledge of payroll policies and procedures; 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 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 type accurately at a satisfactory rate of speed; Ability to understand and carry out complex oral and written directions; Ability to review numerous complaints within the office 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.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a college or university with a Bachelor's Degree in Paralegal/Legal Studies or related field; AND Two (2) years of experience as a Paralegal or legal secretary; OR
- (B) Graduation from a college or university with a Associate's Degree in Paralegal/Legal Studies or related field; AND Four (4) years of experience as a Paralegal or legal secretary; OR
- (C) Graduation from high school or possession of a New York State equivalency diploma; AND Six (6) years of experience as a Paralegal or legal secretary.

**NOTE:** Must be eligible for a driver's license issued by the New York State Department of Motor Vehicles and must possess same at the time of appointment and maintain during employment.

**NOTE:** Your degree or credit hours 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 or credit hours were 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.

Adopted 11/16/18

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