

PARALEGAL SPECIALIST I (MUNICIPAL LAW)

DISTINGUISHING FEATURES OF THE CLASS: This is para-professional legal work of a moderately complex nature involving responsibility for a wide variety of legal duties, including but not limited to research, preparation, review and verification of legal documents, designing and supervising the maintenance of a variety of legal materials, etc. The work differs from that of a Paralegal Specialist (Criminal Law) in the field of law in which the work is performed. The work is performed under the supervision of an attorney(s) or judge(s). Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares certain standardized legal documents such as subpoenas, affidavits of service, etc.; and in the absence of an attorney, answers routine questions concerning same;
Performs legal research in municipal law for attorneys or judges;
Writes routine resolutions and correspondence for official signature, etc.;
Prepares and revises contracts and compiles necessary information and documentation for new contracts;
Verifies citations in briefs, memos and opinions, rechecks the accuracy of cited cases;
Notes and coordinates the maintenance of various materials for office use (i.e. comptroller's opinions, assembly laws, law journals, etc.) and sends for same as required;
Assists in the preparation for hearings and trials by coordinating conferences, appointment times for witnesses, gathering of evidence, issuing subpoenas, etc.;
Supervises the indexing and cross-referencing of legal materials (e.g. local laws, resolutions, etc.) and the development and maintenance of legal files;
Processes notices of claims and other service upon a municipality following general office procedures and policies;
Develops and maintains a "form" file and updates forms as appropriate;
Reviews bid forms for completeness, accuracy and legal compliance;
May design, develop and maintain a system for collecting outstanding monies owed to a municipality;
May gather information from witnesses.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of legal documents, procedures and terminology; ability to perform accurate legal research; ability to prepare legal documents appropriate to municipal law; ability to assist an attorney or judge by performing a variety of routine legal duties; ability to understand and carry out complex written and oral instructions; ability to set up and supervise the maintenance of a complex legal filing system.

(over)

MINIMUM QUALIFICATIONS:

- a. Graduation from high school or possession of an equivalency diploma and two (2) years of experience as a paralegal specialist in any law office; or
- b. Graduation from high school or possession of an equivalency diploma and five (5) years of paid work experience involving municipal law, at least three (3) years of which involved work of a responsible and independent nature and which also included para-legal tasks; or
- c. Graduation from high school or possession of an equivalency diploma and seven (7) years of paid work experience in any law office, at least three (3) years of which involved work of a responsible and independent nature which also included para-legal tasks as a substantial part of such work; or
- d. Completion of at least two (2) years of law school; or
- e. Completion of a minimum of twenty-four (24) college credits in Paralegal Studies*; or
- f. Completion of an approved course of study for Paralegal Specialists; or
- g. Any equivalent combination of the above training and experience.

*Such required credits are to be in core courses required for a degree or certificate as a paralegal; they shall not include credits in elective courses if such courses are unrelated to paralegal studies.