

## **PARALEGAL SPECIALIST II (MUNICIPAL LAW)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is para-professional legal work of a difficult nature involving independent responsibility for a wide variety of legal duties; e.g., preparing correspondence, contracts, agreements, deeds, affidavits, resolutions, land acquisition documents, bid reviews, and notices; performing research; and reviewing documents for completeness, legal sufficiency and accuracy. The work of this second level paralegal position is non-routine and complex in nature and requires a high degree of independence. The work is performed under the general supervision of one or more attorneys or judges. In Towns or Villages, supervision is exercised over one or more lower level employees. In County departments, work guidance (e.g. lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

#### **In County of Rockland Government:**

Prepares legal documents necessary to draw up contracts for all construction and other projects for County;

Reviews bid proposals and notifies appropriate parties when bid is awarded;

Assists with the preparation of contracts by maintaining contact with contractor and all parties involved in order to gather and verify information and ensure completion of same until contract is executed;

Reviews all vouchers for final payment on a County project or grant agreement, making sure all legal documents are complete before payment may be made;

Provides legal support for land acquisitions including reviewing grant-in-aid applications, ordering title searches and property surveys, preparing contract of sale and arranging execution of same, drawing a deed and preparing closing statement;

Reviews all gratuitous easements to the County, obtains title report, reviews deed, checks to make sure all taxes and/or judgments are satisfied and forwards deed and title report to County Legislature for approval;

Researches judgments, mortgages, deeds, corporations and individuals doing business with County and writes appropriate reports;

Finalizes (e.g. formats) routine resolutions and revises amended ones;

Performs routine to complex research for attorneys and various department heads;

Assists in the preparation for litigation hearings and trials by coordinating legal documents, conferences, gathering evidence, interviewing witnesses, issuing subpoenas, keeping notes and having documents and exhibits ready at the trial;

Represents the County Attorney's Office in County Court and Supreme Court;

Performs various para-legal duties as assigned.

#### **In Town and Village Government:**

Reviews Town or Village Law and Town or Village Code to ensure that there is conformity and compliance among existing and proposed laws, codes and ordinances, and drafts proposed local law(s) or amendment(s);

Formulates resolution(s) referring proposed local laws or amendments and/or adopting local laws and amendments;

Examines petitions (e.g., zone changes, special permits, amendments to the official map, abandonments and road improvements) for legal sufficiency; and drafts resolutions to initiate the referral process;

Schedules public hearings; generates notices; arranges for publication of notices in newspapers; researches property ownership; files documents with the Secretary of State; answers questions from the public, government agencies, attorneys, engineers, surveyors; etc.;

(over)

Assists attorneys or judges by performing legal research (e.g., Opinions of the State Comptroller, sections of law, filing requirements); verifying citations; typing legal documents; setting up conferences; compiling exhibits; organizing documents; generating memos to the courts and to attorneys;

Reviews contracts, bonds (bid, labor and material, performance and maintenance), insurance certificates, agreements, and insures that all documents have been fully submitted and executed;

Orders and reviews title reports, property surveys and appraisals for properties, rights of way, and easements to be acquired by the Town or Village;

Reviews maps and metes and bounds descriptions; compiles information; prepares contracts of sale, deeds and other legal documents and forms;

Reviews requests made by town or village departments for bonding, coordinates activities with Bonding counsel, verifies that legal requirements are met and documented, etc.;

Takes dictation and types from dictated or handwritten notes;

Performs office manager duties; e.g., identifies budgetary needs, such as additional staff, office equipment; reviews and signs vouchers (up to a defined dollar limit); maintains records of expenditures; orders supplies and law books; develops and supervises the maintenance of files and the law library; ascertains training needs and develops training programs; gives work direction and orients new employees on the routine of the office; etc.

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

Thorough knowledge of legal documents, procedures and terminology; ability to perform accurate legal research; ability to independently prepare legal documents appropriate to municipal law; ability to act independently in a variety of specialized areas with minimal direction; ability to understand and carry out complex oral and written instructions; ability to set up and supervise the maintenance of a complex legal filing system.

**MINIMUM QUALIFICATIONS:**

- a. Graduation from high school or possession of an equivalency diploma and five (5) years of experience as a Paralegal Specialist in any law office; or
- b. Graduation from high school or possession of an equivalency diploma and seven (7) years of paid work experience involving municipal law, at least five (5) 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 nine (9) years of paid work experience in any law office, at least five (5) 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. Graduation from law school; or
- e. Completion of an approved course of study for paralegal specialists and two (2) years of post-education experience as a Paralegal Specialist; or
- f. Any equivalent combination of the above training and experience.

**PROMOTION:** Two (2) years of experience as a Paralegal Specialist I (Municipal Law).