



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@chqgov.com
Phone (716) 753-4237 • Fax (716) 753-4686 • Website chqgov.com

PARALEGAL **Full-Time w/Benefits** **40 Hrs./Wk. @ \$25.96/Hour**

The Chautauqua County Attorney's Office is seeking to fill one (1) full-time Paralegal position within the Mayville, NY office. This position is full-time, 40 hours per week starting at \$25.96/hour. An incumbent in this class performs para-professional legal work of substantive nature within the County Attorney's office. The work duties typically involve paraprofessional and administrative tasks, including delegated legal work, related to the delivery of legal services. Does related work as required.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

A successful candidate must be EITHER:

- A. A Graduate from a regionally accredited or New York State registered college or university with a Doctorate Degree in Law; OR**
- B. A Graduate from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Legal Studies, Paralegal or Paralegal Studies; OR**
- C. A Graduate from a regionally accredited or New York State registered college or university with an Associate's Degree in Legal Studies, Paralegal or Paralegal Studies or an equivalent Certificate of Completion in Paralegal or Paralegal Studies, *PLUS* two (2) years of work experience as a Paralegal, Legal Assistant or as a clerical assistant to an Attorney.**

Note: A legal assistant or paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. Clerical assistance to an Attorney must have involved preparation of legal documents and direct assistance with legal process as a primary work activity.

Chautauqua County Government also offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

ALL applicants **MUST** complete and submit an application available on the Chautauqua County Government's website: chqgov.com click on "Employment" or by requesting one from the Department of Human Resources office.

Completed applications can either be dropped off at our offices or mailed to:

Chautauqua County Department of Human Resources
Gerace Office Building
3 North Erie Street – Room 144
Mayville, NY 14757

Equal Opportunity Employer

CHAUTAUQUA COUNTY JOB SPECIFICATION: PARALEGAL

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class performs para-professional legal work of substantive nature within a law office. The work duties involve paraprofessional and administrative tasks, including delegated legal work, related to the delivery of legal services. This position allows for the incumbent to use independent judgment in carrying out the details of work, while under the supervision of an attorney or attorneys. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews legal files for appropriate estate recovery action;
- Prepares necessary small estate affidavits, probate petitions, creditor affidavits and other necessary legal documents;
- Conducts legal and general research including real property title searches and document searches in various courts and clerk's offices;
- Reviews deeds and other real property legal documents and court documents to determine appropriate course of action with respect to liens, recoveries and assignments of assets;
- Assists with departmental trials and administrative hearings, including pre-trial preparation, research, witness preparation, assistance in court with organization or pleadings, exhibits, and relevant research, review of testimony, and research of legal issues;
- Assists in post-trial preparation such as review of decision for necessary departmental action and review of proposed court orders for accuracy and assistance with appeals, including drafting of necessary motions for review and legal research;
- Complete primary research, compiling & analyzing a variety of information as well as preparing briefs and memoranda on legal issues for attorney review, reviews inter-departmental referrals to the Legal Division and recommends appropriate action to attorney;
- Conducts legal research utilizing electronic and web-based applications, analyzes statutes, case law, administrative regulations and directives, and court decisions as they impact upon departmental practices, evaluating data;
- Works independently developing assigned cases or files to the point of final review by attorney and maintains assigned caseload for appropriate follow-up;
- Drafts court documents and correspondence for attorney review and signature;
- Files legal documents and correspondence and reviews documents filed with the courts;
- Acts as liaison with clients, caseworkers, other agencies including the courts;
- Responds to inquiries for information and researches issues presented by other agency personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of legal documents, legal procedures and County law office routine; ability to read and analyze fairly complicated material; ability to perform accurate legal research; ability to prepare legal documents appropriate to a law office; ability to assist an attorney by performing a variety of legal duties; ability to understand and carry out complex written and oral instructions; ability to communicate both orally and in writing; ability to use a personal computer and software related to legal process; familiarity with court system; confidentiality; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Doctorate Degree in Law; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Legal Studies, Paralegal or Paralegal Studies; OR
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Legal Studies, Paralegal or Paralegal Studies or an equivalent Certificate of Completion in Paralegal or Paralegal Studies, and two (2) years of work experience as a Paralegal, Legal Assistant or as a clerical assistant to an Attorney.

Note: A legal assistant or paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. Clerical assistance to an Attorney must have involved preparation of legal documents and direct assistance with legal process as a primary work activity.