



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 www.chqgov.com

PARALEGAL **Full-Time w/Benefits** **40 Hrs./Wk. @ \$25.20/Hour**

Chautauqua County's Office of the District Attorney is seeking to fill three (3) Full-Time Paralegal positions within the Mayville, NY office. This position is full-time, 40 hours per week starting at \$25.20/hour. 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.

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

All applicants must meet the minimum qualifications listed below and **MUST** submit an application available on the Chautauqua County Government's website: www.chqgov.com click on "Employment" in order to be considered for the position. **No resumes, emailed or faxed applications will be accepted.**

Please mail completed applications to:

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

Equal Opportunity Employer

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 Bachelor's Degree in Legal Studies, Paralegal or Paralegal Studies and two (2) years of work experience as a Paralegal or Legal Assistant to an Attorney; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree, or an equivalent Certificate of Completion, in Paralegal or Paralegal Studies, and four (4) years of work experience as a Paralegal or Legal Assistant.

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.