

PARALEGAL SPECIALIST II (MUNICIPAL LAW)

DISTINGUISHING FEATURES OF THE CLASS: This is the second-level title in the paralegal series involving the responsibility for performing a wide variety of legal duties including preparing correspondence, contracts, deeds, affidavits, subpoenas, motions, resolutions and land acquisition documents. The work also involves conducting legal research and ensuring the completeness, accuracy and legal sufficiency of documents and requires a high degree of independent judgment. An employee in this class may be required to work other than normal working hours. The work is performed under the general supervision of a higher-level administrator, one or more attorney(s) or judges and work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

In County of Rockland Government:

Drafts legal documents, including complaints, petitions, discovery requests, motions, affidavits, memoranda, and appellate briefs;

Attends depositions, court proceedings and trials with an attorney and assists with notes and exhibit preparation;

Reviews and finalizes legal documents, ensuring accuracy, completeness and proper citations;

Prepares correspondence, resolutions, local laws and home rule requests, coordinating deadlines with the County Executive's office and the Legislature;

Drafts, revises and organizes contracts, compiling necessary documentation for an attorney(s) review;

Manages legal files, tracks case progress and generates reports on legal matters;

Performs research on court judgments, mortgage deeds, corporations and entities operating within the county and compiles comprehensive reports;

Formats routine resolutions and revises amended versions;

Conducts comprehensive legal research, from routine matters to complex case law analysis, utilizing the system to evaluate legal precedents and provide valuable information to attorneys and department heads;

Assists in litigation preparation by coordinating legal documents, scheduling conferences, gathering evidence, interviewing witnesses, issuing subpoenas, maintaining notes and preparing exhibits for trial;

Performs special assignments, as needed.

In Town and Village Government:

Reviews and analyzes Town and Village laws and codes to ensure compliance with legal standards, consistency and alignment with current and proposed regulations and drafts local laws and/or amendments as needed;

Prepares resolutions for the introduction, referral, or adoption of local laws and amendments;

Evaluates petitions for legal sufficiency regarding zoning changes, special permits, map amendments, street abandonments and infrastructure improvements and drafts related resolutions to initiate referral process;

Coordinates and facilitates public hearings by scheduling dates, creating public notices, arranging newspaper publications, researching property ownership, filing documents with the Secretary of State and responding to inquiries from the public, agencies, attorneys, engineers and surveyors;

Provides legal support to attorneys, judges or higher-level administrators by conducting legal research, verifying citations, preparing documents, organizing conferences, compiling exhibits and drafting legal memos;

Reviews and processes legal and financial documents such as contracts, bonds (e.g., bid, labor, material, performance), insurance certificates and agreements to ensure completeness and proper execution;

Obtains and analyzes title reports, property surveys and appraisals related to municipal acquisitions, including easements and rights-of-way;

(over)

Interprets and analyzes legal descriptions, maps and metes and bounds data to draft contracts of sale, deeds and related legal documents;

Reviews departmental bonding requests, coordinates with bond counsel and ensures compliance with legal requirements and supporting documentation;

Transcribes dictated or handwritten legal notes into professional documents;

Manages office operations, including staff coordination, equipment assessments, voucher approvals, expenditure reporting, purchasing legal supplies and reference materials, managing legal files and the law library, an implementing staff training and onboarding programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of legal documents, forms, procedures and terminology; ability to perform legal research; ability to independently prepare and legal documents appropriate to a municipal law office; ability to understand and carry out complex oral and written instructions; ability to set up and oversee the maintenance of a complex legal filing system; ability to understand and interpret written material; ability to communicate effectively, both orally and in writing; ability to perform tasks independently.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and five (5) years of paid work experience in a law office, at least three (3) years of which must have included performing paralegal duties*; or
2. Completion of a Paralegal Studies certificate program and two (2) years of paid work experience performing paralegal duties*; or
3. An Associate's degree and three (3) years of paid work experience in a law office performing paralegal duties*; or
4. An Associate's degree in Paralegal Studies, Criminal Justice, Legal Assistant Studies or comparable degree and two (2) years of paid work experience performing paralegal duties*; or
5. A Bachelor's degree or higher and one (1) year of paid work experience in a law office performing paralegal duties*; or
6. A Bachelor's degree or higher in Paralegal Studies, Criminal Justice, Legal Assistant Studies or comparable degree.

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

*Paralegal duties encompass a range of professional legal support functions performed under the supervision of attorneys, judges or higher-level administrators. These duties include conducting legal research; drafting, reviewing and preparing documents and forms such as affidavits, resolutions, pleadings and correspondence; verifying legal citations and ensuring accuracy of cited cases, statutes and regulations; and collecting, organizing and maintaining evidence, records and materials for court proceedings, hearings or administrative actions.

Paralegals also assist in case and matter management by maintaining files, monitoring deadlines, coordinating schedules and ensuring compliance with applicable legal and procedural requirements. In addition, they may communicate with clients or the public to obtain relevant information and documents, explain procedural rights and obligations and facilitate correspondence within legal offices. Paralegals do not provide legal advice or exercise independent legal judgment.

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Competitive

04.15.2025 New York State Civil Service approved Non-competitive title in the NY HELPS Program.