



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 21-037 **POSTING DATE*: FROM:** 11/4/21 **TO:** 11/12/21

JOB TITLE: PARALEGAL SPECIALIST/PARALEGAL SPECIALIST (SPANISH SPEAKING)

RATE OF PAY: Ontario County 2021 Starting: \$28.15/HR (Part-Time Hours)

LOCATION: ONTARIO COUNTY PUBLIC DEFENDER

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

Appointment will be on a provisional basis pending civil service exam to be held at a later date.

APPLICATION DEADLINE / LAST FILING DATE*: 11/12/21

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/22/2020

PARALEGAL SPECIALIST (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is para-professional legal work of a complex nature within a municipal law office 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; providing training and supervision of legal interns and legal aides, etc. The work is performed under the general supervision of an attorney or attorneys. Incumbent must possess fluency in understanding, speaking, reading, writing and translating Spanish and English. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares legal documents including, but not limited to: opinions, petitions, motions, answers, orders, resolutions, local laws, memoranda of law, discovery demands, subpoenas, affidavits of service, and real estate closings;
 Conducts legal research in all areas of law utilizing electronic and Web-based applications; interprets statutes, cases, rules and regulations; reviews and analyzes complex new laws, court decisions, and administrative directives for their effect on current legal practices;
 Writes routine resolutions and correspondence for attorney's 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;
 Acts as liaison between clients, caseworkers, attorneys, courts and multiple County departments, agencies, and committees;
 Reviews department and attorney referrals and reports to determine and recommend course of action in legal actions;
 Coordinates the receipt of, and evaluates and analyzes, statistical data;
 Designs and maintains computerized spreadsheets and databases for a wide variety of legal matters and clients and prepares reports utilizing same; reviews and recommends case management systems and trains staff regarding same;
 Assists in the preparation for hearings and trials by reviewing files, coordinating conferences, appointment times for witnesses, gathering of evidence, interviewing witnesses, 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;
 Develops and maintains a system for collecting outstanding monies owed a municipality;
 Performs investigative work and interviews witnesses/claimants in legal matters;
 Conducts title searches in the County Clerk's Office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of legal documents, procedures and municipal law office routine; good knowledge of computers as they relate to legal research, database management and document tracking; good communication skills, particularly in writing clearly and effectively and ability to read and analyze fairly complicated material; ability to translate orally and in written form between English and Spanish; ability to perform accurate legal research including electronic and online applications; ability to prepare legal documents appropriate to a municipal law office; ability to assist an attorney by performing a variety of routine legal duties; ability to understand and carry out complex written and oral instructions; ability to communicate orally and effectively with co-workers and the general public; physical condition commensurate with the demands of the position.

Continued on Page 2

PARALEGAL SPECIALIST (SPANISH SPEAKING)

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree and completion of an approved Paralegal/Legal Assistant training program; OR
2. Possession of a Bachelor's Degree and one year of paid full-time legal experience within a law office; OR
3. Possession of an Associate's Degree, completion of an approved Paralegal/Legal Assistant training program AND two (2) years of paid full-time, or its part-time equivalent, legal experience within a law office; OR
4. Possession of an Associate's Degree AND three (3) years of paid full-time, or its part-time equivalent, legal experience within a law office; OR
5. An equivalent combination of training and experience as set by the limits of (1), (2), (3), and (4) above.

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

NOTE: "Approved" means certified by the American Bar Association: licensed and/or approved by the New York State Department of Education or State University of New York.

APPROVED: SEPTEMBER 12, 2019

CIVIL SERVICE CLASSIFICATION: COMPETITIVE