

PARALEGAL (CITY)

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the City Law Department and is para-professional legal work of a moderately complex nature involving responsibility for performing a wide variety of legal duties. These duties include, but are not limited to: preparation, review and verification of legal documents, interviewing concerned parties and developing evidence. The work is performed under the general supervision of the Corporation Counsel and/or the Deputy Corporation Counsel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares a variety of letters, legal briefs, petitions, notations, opinions, notices and other documents;  
Responsible for the preparation and implementation of the in-rem tax foreclosure proceedings;  
Coordinates with various City departments in the preparation and execution of in-rem proceedings;  
Confers with the legal staff in foreclosure matters;  
Composes and prepares correspondences applying a knowledge of department operations and regulations;  
Performs legal research for attorneys;  
Attends conferences, meetings and hearings of various boards;  
Performs a variety of related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of legal documents, procedures and municipal law office routine; good communication skills, particularly in writing clearly and effectively; ability to read and analyze fairly complicated material; ability to perform accurate legal research; ability to prepare legal documents appropriate to a municipal law office; ability to assist legal staff by performing a variety of routine legal duties; ability to understand and carryout complex and oral instructions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's degree in Paralegal studies; OR

- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and possession of a paralegal certificate from a regionally accredited or New York State registered institution and approved by the American Bar Association;  
OR

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- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Adopted  
CSC 7/9/85  
Revised  
CSC 10/21/04