

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** 11/19/98

**PARALEGAL SECRETARY**

**DISTINGUISHING FEATURES OF THE CLASS:** Work is of a substantial nature with regards to routine legal research and the drafting of legal documents, pleadings, briefs and contract language under the direct supervision of a supervisor. Work is reviewed by supervisor by checking completed work and by periodic and spot checks. Performs routine typing and clerical work, does assist other employees in filling out required forms, applications and other personnel forms. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Drafts legal documents, pleadings, legal papers, legal briefs, opening statements for arbitration and other litigation, as well as collective bargaining agreement language and proposals for use in litigation and contract negotiations under direct supervision of the Manager of Labor Relations and/or Director of Human Resources.
2. Under direct supervision of the Manager of Labor Relations and /or Director of Human Resources, engages in legal research and researches case law statutes and regulations on a regular basis under direct supervision of superior.
3. Drafts routine legal and other routine correspondence and inputs same into word processor and finalizes such correspondence pursuant to supervisor.
4. Does related computer calculations regarding cost out of contractual provisions and settlements.
5. Assists employees in filling out paperwork and other forms with regards to the Personnel functions in the office.
6. Clerical work, types other correspondence, memorandums, forms and other related documents.
7. Answers telephone and uses other business machines to accomplish all of the above related duties.
8. Operates computer and other office machines, including word processors. Maintains records and prepares other reports.
9. Maintains an inventory of all types of records maintained by the school district.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Knowledge of legal terminology, methods of legal research, methods of drafting legal papers and correspondence; ability to type from a Dictaphone machine or voice activated computer program; ability to understand and follow oral and written directions; ability to correspond and write legibly and clearly with clerical aptitude; tact and courtesy; good physical condition commensurate with the demands of this position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State equivalency diploma;

**AND:** 1. Graduation from a regionally accredited college or university with an Associates Degree in Secretarial Science or related field and two (2) years of paralegal experience.

**OR:** 2. Possession of American Bar Association (ABA) Certification as a Paralegal and two (2) years of paralegal experience.

**OR:** 3. Four (4) years of experience as a Paralegal working in a law office.