

PROGRAM SPECIALIST (LAW)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the County Attorney and Special Assistant to the County Attorney, an incumbent of this class is responsible for implementing and assisting in the administration of the department records management program, including electronic form discovery practices and procedures in both state and federal courts, as well as ensuring adherence to procedures and guidelines set forth in New York State Records Retention Laws. Responsibilities also involve training staff attorneys on records retention procedures involving a broad range of legal documents, assisting in managing departmental contracts, and serving as a liaison to managers in the Department of Information Technology to assist in the implementation and maintenance of electronic legal records. Due to the legal nature of departmental records pertaining to County-wide operations, essential to this position is the ability to determine record relevancy in making retention decisions, as well as a large degree of discretion in dealing with highly confidential and sensitive materials. While supervision is not a responsibility of this class, guidance may be provided to clerical support staff in performing various work assignments. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Implements records management and maintenance activities and assists with on-going administration of the records management function for the County Attorney's office, including active case files and closed, archived files;

Works with higher level departmental managers in the implementation and on-going management and support of the County's initiative for electronic records management;

Reviews all files prior to closing to ensure that only relevant documents such as pleadings, legal memoranda of law, affirmations, etc. are preserved;

Conducts keyword searches in the databases of electronic records subject to a litigation hold and uses discretion to determine what is relevant and related to the pending litigation;

Works with departmental attorneys to issue litigation hold notices, when appropriate, and for sending out periodic reminders to those employees subject to the hold notices;

Serves as a liaison for County employees subject to litigation hold notices;

Works with attorneys to ensure proper Bluebook citations on memoranda such as pleadings, legal memoranda of law, affirmations, etc. prior to submission to court;

Keeps abreast of, and researches records management practices and industry standards relating to legal records management and retention law changes to update departmental policies and procedures and for dissemination to professional staff;

Serves as a liaison to the County's vendor Westlaw to discuss services to be covered in the departmental contract or to discuss contract disputes, as needed;

Assists in managing departmental contracts by electronically encumbering funds and monitoring those contracts to ensure they do not exceed established monetary caps;

May perform other tasks, as needed.

FULL PERFORMANCE KNOWLEDGE AND SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern law office practices, legal forms and legal terminology; good knowledge of organizational and administrative techniques, practices and procedures in a legal setting; good knowledge of the processes and procedures for preparing a wide variety of legal documentation; knowledge of retention methods and criteria for legal records and files; ability to carry out assignments requiring obtaining facts, organization of materials, and evaluation of data; ability to establish and maintain effective working relationships with attorneys and other staff in a legal setting; ability to analyze and evaluate legal documents for retention purposes; ability to provide direction and training to staff on documentation procedures; ability to understand and carry out complex verbal and written directions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications and other automated systems such as email and database software; accuracy; attention to detail; thoroughness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School or equivalency diploma and six years of work experience including four years where the primary function was at a staff or administrative support level in a law firm, court setting or other law office working with and maintaining a wide variety of legal documents and records.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to two years of the general work experience. There is no substitution for the four years of specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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Job Class Code: C2017
Job Group: X