

## PROGRAM SPECIALIST (TRIAL ASSISTANT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class assists lawyers in all phases of trial preparation and due diligence. Responsibilities include assisting with investigations; locating, contacting and independently interviewing witnesses to gather and record pertinent information to ensure readiness for court. In addition, the incumbent prepares scene reconstructions, gathers physical or photographic evidence as well as drafting, preparing and processing legal and other documents relating to County litigation. In depth research is conducted as it relates to specific cases and appeals. Independent judgement is exercised in addressing daily tasks while consulting with assigned attorneys for guidance with complex issues. The incumbent processes incoming documents, discovery requests and pleadings. Extensive contact is maintained with court personnel and the public. This position is distinguished from the lower level Paralegal based on an increased level of independence and responsibility for the management and preparation of supportive material directly related to the success of individual court cases. Supervision may be exercised over para-professionals and clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists attorneys with all phases of preparation for court proceedings from initial investigations through final settlement;

Schedules and interviews witnesses and involved parties in preparation for court proceedings, summarizing statements and ensuring witnesses are ready when needed;

Assists in investigations by compiling information regarding witnesses and other pertinent parties and data sources;

Analyzes information collected from witnesses, evidence and police reports and reaches timely and unbiased conclusions and findings; effectively assesses witness credibility and develops case theories and scenarios;

Assists attorneys with developing case strategies at various stages of the proceedings;

Attends court proceedings, prepares appropriate exhibits, and takes courtroom notes in support of the trial attorney;

Schedules depositions; prepares and serves summonses and subpoenas;

Supports case preparation by preparing case summaries and materials for mediation conferences; prepares pleadings; motions and obtains discovery responses;

Assists with jury research reports and in selection of jurors;

Manages filing of client correspondence, pleadings, discovery, etc. in both written and digital format;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Creates professional, timely and well-written investigation records, including investigation plans, investigation summaries and investigative reports supported by documentary evidence and witness interview statements;

Participates in the development and implementation of research projects to support case strategies and procedures; conducting case specific research using Lexis, and or Westlaw, Pacer, USPTO and other related databases;

Conducts cite checks, including Blue Book cite checks, and proofreads documents;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of how the court system operates and familiarity with legal terms and procedures; good understanding of litigation, law and court practices; good knowledge of legal database resources and their usage, for conducting legal research; good knowledge of the use of e-filing systems in both federal and state courts; good knowledge of the methods and techniques of legal investigations; good knowledge of administrative practices and procedures; ability to work under pressure and meet deadlines; ability to gather, assemble and analyze information; ability to interview and solicit pertinent information; ability to understand and carry out oral and written instructions; ability to organize material concisely in writing and orally; ability to maintain effective working relationships while working independently and in a team environment; ability to effectively and professionally communicate and interact with clients, witnesses, attorney, staff and court personnel; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; integrity, initiative; resourcefulness; dependability; tact; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in legal studies or a closely related field and two years of paralegal experience where a primary function of the position was in trial preparation and participation.

SUBSTITUTION: Thirty credits toward a Master's degree or Juris Doctorate in legal studies or a closely related field may be substituted for one year of experience as required above.

\*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 Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C3282  
Job Group: X