

SENIOR OFFICE ASSISTANT - LAW

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class performs advanced level legal office/clerical duties involving complex legal terminology used in the preparation of legal briefs and documents for the municipal attorney's office. Incumbents also perform clerical and administrative responsibilities to support the efficient operation of the municipal legal office. Work involves the operation of automated systems equipment in the preparation and storing of legal documents and correspondence. This class is distinguished from Senior Law Stenographer in that stenography is not a requirement of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares briefs, petitions, motions, subpoenas, affidavits, stipulations, orders and other legal forms for filing with Federal, State and County Courts;

Compiles and prepares Record of Proceedings and information for exhibits for Article 78 Proceedings;

Prepares options of purchase, deeds, mortgages, bonds, notices and other legal forms from brief instructions;

Relieves the principles of administrative details that do not require their personal attention by the use of discretion, tact and knowledge of department procedures and policies;

Assembles supportive materials and documents to be used for research and the preparation of legal briefs, legislation and court cases;

Handles routine correspondence independently or from brief oral instructions;

Schedules meetings and appointments and maintains calendars for municipal legal staff;

Answers telephone calls, takes messages and responds to requests for routine information in accordance with office procedures;

Maintains legal files, both hard copy and electronic;

May perform computerized legal research on Westlaw database, Westchester County Land and Legal Records, New York Stat Unified Court System, etc;

May maintain case dockets and calendar of local court violations, adjournments, re-scheduling and updates;

May receive, review and handle notices of claims, summonses and complaints for submission to third-party insurance administrators;

May prepare settled claims for Town/Village Board approval at meetings, general releases and processed payments of settled claims;

May function as the lead worker over the work of other legal department support staff when work volume requires coordinated efforts;

EXAMPLES OF WORK (Illustrative Only) (continued)

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern law office methods and procedures, legal forms and legal terminology; good knowledge of executive secretarial skills including correct English usage, grammar, spelling and legal formatting; good knowledge of the capabilities of computer systems equipment and software for legal documents; familiarity with the operations of a public law office; ability to manipulate a standard alphanumeric keyboard at not less than 35 works per minute; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to understand and carry out complex oral and written directions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to size up people and situations and adopt an effective course of actions; accuracy; resourcefulness; initiative; ability to get along well with others; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school graduation or possession of a high school equivalency diploma and four (4) years of general office/clerical experience, two (2) years of which must have involved producing legal correspondence and documents in a law office or municipal law department.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to two (2) years of the above general experience. There is no substitution for the two (2) years of specialized experience in a law office.

*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.

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

Towns, Villages
Cities of Rye and Peekskill
J.C.: Competitive
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Job Class Code: 0893