

Jurisdictional Class: Competitive
EEO Category: Paraprofessionals
Adopted: 05/14/2025

CHIEF PARALEGAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position is paralegal work of a complex nature, involving oversight and management of complex legal projects, ensuring they are completed accurately and efficiently. The incumbent is responsible for performing tasks, that while not requiring the skills of an attorney, nevertheless, entail the application of complex legal procedures and research techniques. This position differs from Paralegal Assistant II in that the incumbent is responsible for overall legal project management, identification of potential issues and implementing solutions, and supervising, mentoring and developing a team of paralegals. Work is performed under general supervision of an attorney. Supervision is exercised over the work, workload, and performance of Paralegal Assistant I and Paralegal Assistant II and/or others depending on the assignment. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises, mentors, and develops a team of subordinate paralegal positions;
Assigns tasks, monitors workload, and ensures timely completion of projects;
Provides guidance and support to subordinate paralegal positions, addressing performance issues, and conducting performance evaluations;
Targets and identifies subordinate paralegal training needs;
Assists in recruitment, onboarding and training subordinate paralegal positions;
Oversees management of complex legal projects, ensuring they are completed accurately and efficiently;
Develops and implements systems and processes for legal project management;
Monitors project progress, identifying potential issues, and implementing solutions;
Performs complex legal research;
Drafts and reviews legal documents, such as briefs, pleadings, motions, and contracts;
Ensures the efficient and effective operation of paralegal staff;
Assists in the management of budgets, resources, and timelines;
Implements and maintains quality control measures;
Communicates with attorneys, third party contacts and other stakeholders;
Analyzes and promulgates procedures, methods and workflows;
Prepares and maintains status reports;
Verifies citations in briefs, memos and opinions, rechecks the accuracy of cites cases;
May act as law librarian, keeping and monitoring legal volumes and ensuring legal volumes are up-to-date;
Performs other related duties as assigned.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of legal procedures, terminology and documents; outstanding organizational skills, interpersonal skills and delegation skills. Demonstrated attention to detail; excellent analytical and problem-solving skills; excellent communication skills, both verbal and written; ability to work effectively within a team environment and to work proactively; strong time management skills and ability to work under pressure in a fast-paced environment; ability to coordinate multiple tasks concurrently; ability to follow complex oral and written instructions; ability to read and analyze legal materials, including court cases and opinions; ability to prepare legal documents appropriate to a municipal law office; ability to deal with highly confidential and sensitive cases and material; ability to plan and supervise the work of others; initiative; resourcefulness; good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree **AND** four (4) years of experience providing clerical support to an attorney; **OR**
- (B) Possession of Associate's Degree in Paralegal Studies **AND** four (4) years of experience providing clerical support to an attorney; **OR**
- (C) Possession of Associate's Degree **AND** six (6) years of experience providing clerical support to an attorney; **OR**
- (D) Graduation from high school or possession of a high school equivalency diploma **AND** eight (8) years of experience* providing clerical support to an attorney.

*Substitution - Possession of a Certificate in Paralegal Studies from a program accredited by the New York State Education Department may be substituted for four (4) of the six (6) years of experience required in (C) above.

NOTES:

1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.