TITLE: MUNICIPAL ADMINISTRATIVE ASSISTANT - LEGAL  
(Provisional)

DEPARTMENT: Office of the Town Attorney

SHIFT: 9:00 am – 4:30 pm

SALARY RANGE: $45,000 - $55,000/annually

DATE: May 23, 2016

DISTINGUISHING FEATURES OF THE CLASS
The work involves performing administrative, paralegal and office managerial duties for the attorney of a municipality. The incumbent exercises considerable independent judgment in performing paraprofessional legal duties for the municipal attorney. The incumbent performs legal research and deals with the public answering questions and explaining legal procedures. Under the direction of the municipal attorney, and depending on the size of the office, the incumbent may perform clerical duties and/or supervise other paralegal and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES
Performs budget review and analysis for accuracy and compliance with agency standards;  
Maintains a contract log of all pending status contracts and amendments both new or renewal;  
Prepares monthly status report to Town Attorney and Town Supervisor;  
Reviews completed contracts with legal staff before forwarding for staff and executive signatures;  
Supervises paralegal and clerical staff;  
Assists with preparation of rough drafts of briefs and various legal documents as assigned and prepares digest of selected decisions and opinions;  
Incorporates legal references and includes an analysis of precedents involved in relation to the case or matter under discussion;  
Searches legal reference files and other sources for information and data required by the Town Attorney in preparing reports and answering correspondence;  
Assembles exhibits, affidavits, legal documents, etc. for the use of attorneys in the preparation for trial of cases, and collects any additional information which is needed;  
Verifies citations and statutory references contained in legal documents against original sources such as legal texts, reports, etc. making certain they are correct and in complete conformance with the source material;  
Prepares drafts of motions and responses to motions, takes complaints, determines status of cases and responds to inquiries;  
Represents Town Attorney at administrative hearings or meetings;  
May act as a liaison between Town Attorney and community groups and individuals in legal matters;  
May represent Town Attorney at Town Board Work Sessions;  
Assists the Coordinator of Employee Relations in preparation of contract negotiations, grievance procedures, interest arbitration and PERB hearings;  
May attend contract negotiation sessions, as well as grievance, arbitration, or PERB hearings as requested by the Town Attorney or Coordinator of Employee Relations.
FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS
Good knowledge of Municipal and State legal systems, methods and procedures; good knowledge of contracts and administration; good knowledge and ability to use legal encyclopedias, law digests and legal citations; ability to gather information and draft legal documents; ability to understand and carry out oral and written instructions; ability to articulate clearly and logically in writing and orally; ability to work well with others and deal effectively with the public; ability to maintain a strict code of confidentiality; good clerical skills, including keyboarding; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS
a. Graduation from a regionally accredited of New York State registered four (4) year college or university with a Bachelor’s degree and six (6) years of experience as a legal administrative secretary or paralegal; OR
b. Graduation from high school or possession of a high school equivalency diploma and ten (10) years of experience as a legal administrative secretary or paralegal; OR
c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.

Cover letter and resumes may be sent to:

Town of Cheektowaga Personnel Department, 3301 Broadway, Cheektowaga, NY 14227
or
emailed to kmarchese@tocny.org. Town residency required.