

New York State Department of Civil Service
Division of Classification & Compensation

Classification Standard

Occ. Code 2522300

Confidential Legal Assistant, NS 2522300

Brief Description of Class

Confidential Legal Assistant perform a variety of paralegal activities in close association with an attorney or attorneys and manage legal administrative tasks.

Distinguishing Characteristics

Confidential Legal Assistant: performs confidential paralegal duties for attorneys.

Illustrative Tasks

Gathers information and provides preliminary background work, such as addresses and chronological summaries of actions or incidents.

Assists in the identification of deficiencies in, or obstacles to, implementation of reforms, and assists in developing solutions to identified barriers.

Prepares reports, spreadsheets, and logs to summarize information related to active cases handled by attorneys.

Intakes and tracks Freedom of Information Law (FOIL) requests received by the agency and enters information into database.

Serves as liaison with FOIL requestors including but not limited to requests for particularization, document productions, and request closures.

Assigns requests to and coordinates with agency units to facilitate record retrievals.

Conducts document reviews and provides recommendations under the Public Officers Law, including initial determinations on the applicability of FOIL exemptions, redactions and the withholding of documents.

Assists attorneys in evaluating implementation, planning, monitoring, and reporting requirements specified in relevant laws and regulations.

Identifies, gathers, and prepares potential sources of relevant information for the development of written plans and periodic assessment reports.

Analyzes relevant information and assists in the writing of reports.

Conducts legal research, including identifying appropriate laws, judicial decisions, and legal articles, as requested by attorneys.

Follows up on receipt of correspondence related to cases and ensures that case materials are ready for court dates.

Assembles evidence and briefs, prepares case opening and closing documentation, and prepares files for closure.

Prepares legal calendars, schedules witnesses, drafts subpoenas, and arranges for subpoena services, as necessary.

Performs other legal administrative tasks as needed, such as maintaining and organizing Statewide Implementation files, reports and schedules, and arranging interviews and meetings.

May directly or indirectly supervise lower-level clerical and legal staff.

Minimum Qualifications

Grade 14: two years of relevant experience.*

Grade 17: three years of relevant experience.*

*An associate degree in any field may substitute for one year of experience; an associate degree (or higher) in paralegal/legal assistant/legal studies program or a certificate in a paralegal/legal assistant/legal studies program where the degree was granted from a regionally accredited college or university will substitute for two years of experience; graduation from an accredited (ABA approved) law school with a degree required for NYS Bar may substitute for three years of experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

9/2026
EXG