

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

Tentative 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.

### Minimum Qualifications

Grade 14: four years of relevant experience.\*

Grade 18: six years of relevant experience.\*

Grade 23: seven years of relevant experience.\*

\*An associate degree may substitute for two years of specialized experience; bachelor's degree may substitute for four years of specialized experience; master's degree may substitute for five years of specialized experience; J.D. may substitute for six years of specialized experience; Ph.D. may substitute for seven years of specialized 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.

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