

LEGAL COORDINATOR (NY HELPS PROGRAM)

General Statement of Duties and Responsibilities

Administers the operation of the law library in a correctional institution, providing legal services assistance to pre-trial detainees and sentenced inmates; teaches legal research methodology to inmates; performs related work.

Examples of Typical Tasks

Provides inmates with information regarding current State and Federal statutes and case law.

Directs inmates to appropriate source materials so they may read laws and cases appropriate to their individual situation.

Trains inmates in legal research methodology, in accordance with an outline provided by the Director of Law Libraries; provides an overview of the criminal justice system.

Reviews law journals and other publications for information on current legal developments.

Directs inmates to appropriate forms to use in preparing legal documents; provides assistance in adapting forms for individual use.

Performs Notary Public or Commissioner of Deeds duties in attesting to legal documents prepared by individual inmates.

Ensures updated legal materials are incorporated in the library's collection; responsible for daily inventory control.

Supervises college interns and inmate clerks assigned to assist the Legal Coordinator.

LEGAL COORDINATOR (NY HELPS PROGRAM) (continued)

Qualification Requirements (continued)

1. A law degree from a law school accredited by the American Bar Association; or
2. A baccalaureate degree from an accredited college and six months of full-time satisfactory experience providing legal services assistance to defendants, offenders, ex-offenders or plaintiffs; or
3. An associate degree or completion of 60 semester credits from an accredited college and two years of full-time satisfactory experience as described in "2" above; or
4. A satisfactory combination of education and experience which is equivalent to "2" or "3" above. College credit may be substituted for experience on the basis of 30 semester credit hours from an accredited college for 9 months of experience. Paralegal certification obtained from an accredited program or from a program approved by the American Bar Association can be substituted for an associate degree and 6 months of experience. However, to satisfy the education requirement and qualify under this section "4," candidates must have at least an associate degree, 60 semester credits or paralegal certification. The amount of experience required to qualify under this section "4" depends upon the candidate's education; however, no candidate may qualify under this section "4" with less than 6 months of full-time satisfactory experience as described in "2" above. To be acceptable, experience in providing legal services assistance to defendants, offenders, ex-offenders or plaintiffs must have included both:
 - a. Obtaining legal information through the use of United States Federal, State and local Statutes, Reporters, Digests, and Shepard's Citations; and
 - b. The preparation and filing of writs and motions with various United States Federal, State and local courts of record.

LEGAL COORDINATOR (NY HELPS PROGRAM) (continued)

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Legal Coordinator (30081)” as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.