



Erie County Assigned Counsel Program

Job Title:	Paralegal – Family Court	Job Category:	Non-Exempt
Department/Group:	Family Court	Job Code/ Req#:	Job Code/ Req#
Directly Reports to:	Second Deputy Administrator	Supervises:	N/A
Location:	Buffalo, New York	Travel Required:	N/A
Level/Salary Range:	\$50,000 - \$60,000	Position Type:	Full-time 40 hrs per week 8am – 4pm, 1 remote day

Job Description

Role and Responsibilities

The Family Court Paralegal (FCP) will provide support to the Family Court Division by performing legal and clerical tasks. The FCP's duties include, but are not limited to:

- Legal writing (including motions, memorandum of law, etc.) and research as directed by the Second Deputy, the Deputy for Child Welfare, or by request from a panel member
- Maintaining knowledge of current family court case law
- Maintaining knowledge of pending or enacted legislative changes to the Family Court Act, the Domestic Relations Law, the Social Services Law and/or other matters directly affecting Family Court practice
- Providing support to the Article 10 Pre-petition Outreach Program, including staffing of the Pre-Petition Hotline
- Assist to find and write grant applications to increase Family Court Division funding; and such
- Other duties as assigned

The FCP will be charged with data entry, Attorney of the Day (AOD) scheduling, provide backup in the assignment of family court cases, updating and maintaining ACP's Family Court online resources, issues related to panel attorney vouchers in the DefenderData7 system, inquiries from the Family Court or its staff; and such other related duties as assigned.

Qualifications and Education Requirements

A bachelor's degree from an ABA-approved paralegal education program; a combination of paralegal job experience and an associate degree from an ABA-approved paralegal education program may be considered; a combination of paralegal job experience and a current paralegal certification may be considered; extensive paralegal job experience in a Family Law environment may be considered.

Required Skills

- Proficiency with Microsoft 365 (Outlook, Word, Excel, PowerPoint, OneDrive, Teams, OneNote) and Adobe Acrobat required.
- Excellent research and writing skills.
- Experience in family law.
- Grant writing experience.

Preferred Skills

Bi-lingual or multi-lingual preferred.

Additional Notes

The Assigned Counsel Program is an Equal Opportunity Employer.

Reviewed By:	Yvonne Vertlieb	Date:	3/20/2024
Approved By:	Michelle Parker	Date:	3/13/2024
Last Updated By:		Date/Time:	