



Paralegal

The Town of Amherst in Erie County, NY is seeking an experienced detail-oriented, organized Paralegal with strong research skills to join the staff of the Town Attorney's Office beginning in January 2026. The candidate will be capable of multi-tasking in a fast-paced environment with time sensitive deadlines while handling sensitive and confidential information with discretion. Strong written and verbal communication required as well as familiarity with case law software, preferably Westlaw, and NYSCEF. Applicants must have at least one (1) year of experience as a Paralegal with either (1) an Associates Degree in Paralegal Studies, (2) a Bachelor's Degree in a similar field or, (3) a certificate from an accredited Paralegal Studies program. Experience in Personal Injury Law, Real Estate Law and Municipal Law strongly preferred. \$60,405.80 - \$75,000.00, salary commensurate with experience. Enrollment in the New York State Retirement System and an excellent benefits package, including medical, prescription, dental and vision and a generous PTO package available. Amherst residency may be required within six (6) months of permanent hire date. The employee will be required to take a competitive exam. Minority applicants are encouraged to apply. Forward letter of application, resume and three (3) professional references to Steven B. Bengart, Esq., Town Attorney, 5583 Main Street, Williamsville, NY 14221 or via e-mail to sbengart@amherst.ny.us. EOE, M/F/V/D

PARALEGAL

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing paralegal duties in a County department or Municipal office. The incumbent works under the supervision of attorneys who assign work and projects. The incumbent is responsible for performing a variety of tasks that while not requiring the skills of an attorney, nevertheless, entail the application of limited legal procedures and research techniques, to facilitate the preparation of legal documents and matters for litigation. Depending upon the Department or Municipality involved, the incumbent's specific duties will vary within the broad frame work of paralegal skills. Supervision is not normally a responsibility of the incumbent. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists with preparation of rough drafts of briefs and various legal documents as assigned and prepares digests 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 Attorney in conducting interviews 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 that 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;

Assists with preparation of standardized forms concerning extradition return of bail and other proceedings ancillary to prosecution of criminal cases;

Reviews cases scheduled for court and insures quality of case preparation is high;

Presents cases before hearing officer;

Reviews and enhances court face sheets;

Completes court turn-around document;

Prepares and follows up on summonses;

Reports procedural changes in Family Court to OCSE Administration;

Maintains specialized knowledge of regulations and laws pertaining to Family Court;

Field work as required;

Researches on appeals;

Informs Department of court decisions and returns files to the appropriate unit;

Prepares and types petitions, condemnation proceedings, affidavits, and all legal notices for department or Municipality;

Collects data; does legal research under supervision;

Notarizes all documents for the department or Municipality and handles notarization for the public;

Coordinates filing of all local laws with Secretary of State and Department of Audit and Control;

Supervises bonding requirements and procedures;

Assists in drawing up amendments to local laws;

Processes for court action complaints made by the public.

Continued

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Federal and State reported systems, law digests, legal encyclopedias, legal citation; good knowledge of State and Federal laws; 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; ability to maintain strict code of confidentiality; initiative; tact; good judgment; capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Paralegal studies; or:
- B. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree including completion of 15 credit hours in Paralegal studies and six (6) months experience as a Paralegal/Legal Assistant; or:
- C. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree and one (1) year experience as a Paralegal or Legal Assistant; or:
- D. Completion of an approved Paralegal Certificate program and one (1) year of experience as a Paralegal/Legal Assistant; or
- E. An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D).

SPECIAL REQUIREMENTS:

In some departments or Municipalities, a typing ability of 25 wpm will be required;

Applicants for designated positions in the Department of Social Services that may have access to federal tax information to perform his/her job duties shall be subject to a suitability background check investigation, including FBI fingerprinting, local law enforcement check, and verification check of citizenship/residency. A criminal record does not necessarily disqualify applicants from employment, rather an individualized determination will be made. The cost of the background check will be assumed by the Department of Social Services.

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