



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

To: Jerome D. Schad, Chair  
Peggy A. LaGree, Vice Chair  
Michele M. Iannello, Treasurer

CC: Terrence D. McCracken, Secretary to the Authority  
Mark S. Carney, General Counsel  
Karen A. Prendergast, CFO

From: Jacqueline C. Mattina, Associate Attorney

Date: October 6, 2021

Subject: Creation of Paralegal (ECWA) Position

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On September 29, 2021, the Board held departmental budget hearings. As was discussed during the budget hearings, General Counsel would like to restructure the Legal Department to include a position of Paralegal to work under the supervision of the Authority's attorneys. Funding for this position has been requested under the Legal Department's 2022 Operating and Maintenance Budget.

I have been working closely with the Erie County Personnel Department to create a new position of Paralegal (ECWA) to align the job specifications more closely with the Authority's needs. The Legal Department has expanded from three (3) to a total of five (5) full-time attorneys in the past two years and in addition has four (4) part time attorneys. The Paralegal will handle basic office tasks and offer support to the attorneys to keep the Legal Department running smoothly. This may include reviewing and organizing Authority files, providing research assistance, and drafting legal documents. It is envisioned that having the Paralegal perform these duties will help free up the attorneys to work on more complex matters within the Authority. This position has been approved by the Erie County Personnel Department.

The title of Paralegal (ECWA) will be Salary Grade 4E at a starting salary of \$51,000.00 of the Authority's Career and Salary Plan, effective January 1, 2022.

A resolution creating the position of Paralegal (ECWA) is on today's agenda for the Board's approval. Thank you.

JCM:tg