

## JUNIOR ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent performs professional legal work in the County Attorney Department. This is an appointed position. Supervision is not normally a responsibility of the position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Conducts legal research on questions of law and interpretation of statutes and municipal law as directed;

Assists in preparation of memoranda on findings of written law for various county departments;

Collaborates in conferences with County Attorney and his staff and members of other county departments on legal questions;

Assists in preparation of pleadings, orders, petitions, motion papers, and other legal documents;

Attends hearings and trials to gain experience in courtroom procedures and legal techniques;

Assists the County Attorney and staff with the work of the department as directed;

Uses computer applications or automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of general legal principles, practices, and procedures; ability to understand and carry out oral and written instructions; ability to speak and write effectively in the County Attorney Department; ability to establish and maintain professional relationships; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; industry; initiative; tact; sound judgment, physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a school of law with an LL.B.\* or J.D.\* degree.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating

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J. C.: Exempt†  
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Job Class Code: E0259  
Job Group: XI