

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.

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; 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.