

LAW CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the County Attorney or the Deputy County Attorney, performs legal research in all phases of the law with emphasis on municipal government law. An incumbent functions as a member of a team. Supervision is not normally a responsibility of this position. Work is performed in an automated systems environment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs legal research and drafts legal memoranda resulting from that research;

Attends meetings and conferences as directed;

Compiles and drafts documents and other reports, as assigned;

Attends trials and hearings to gain familiarity with courtroom procedures;

Establishes and maintain files of legal documents;

Evaluates priorities of work projects and exercises judgment in scheduling projects;

Acts as a messenger and process server when required.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of legal research techniques, methods and analysis; ability to plan, organize and present ideas clearly and concisely both orally and in writing; ability to observe, recognize and distinguish pertinent details; ability to work well with others; accuracy; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and current enrollment in a school of law leading to a 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.

West. Co.
J.C.: Exempt†
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Job Class Code: C0608
Job Group: VIII