

LAW CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position responsible for performing legal research in all phases of the law with emphasis on municipal law, social services law, surrogate court procedure law, criminal procedure law, penal law and any other laws related to the work of the particular legal department. An incumbent functions as a member of a team. Work is performed in an automated systems environment. Supervision is not normally a responsibility of this position. The work is performed under direct supervision of an attorney. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs legal research and drafts legal memoranda resulting from that research;
- Attends meeting 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: 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 QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree.

Established 5/16/2024 PO

Competitive Class