

INTERN (LEGAL)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of an attorney, participates in an internship program in the County Attorney, District Attorney, or Public Defender's Office. Incumbents perform legal research and assist in the investigation of complaints and the preparation of legal cases. Appointments are temporary in nature. Work is performed in an automated systems environment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs legal research and drafts legal memoranda resulting from that research;
Attends trials and hearings to gain familiarity with courtroom procedures;
Attends meetings and conferences as directed;
Compiles and drafts legal documents including pleadings, resolutions, contracts and other reports, as assigned;
Establishes and maintains files of legal documents;
Evaluates priorities of work projects and exercises judgment in scheduling projects;
May act as a process server when required;

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 college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree, and current enrollment in a recognized Law School.

R915 7/31/07
Non-Competitive