

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

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

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 and other reports, as assigned;

Establishes and maintains files of legal documents;

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

Acts as a process server when required;

Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

TERISTICS: 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 work well

with others; Ability to use computer applications including Word, spread sheets, calendar, e-mail and database applications; conscientiousness and thoroughness; a high standard of professional ethics; and good professional judgment.

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's Degree\* and current enrollment in a recognized law school leading to a LLB. or Juris Doctorate 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.