

LEGAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is legal work of a moderately complex nature involving training and assisting in the legal offices of the County (County Attorney, District Attorney, Public Defender), or in the offices of Town and Village Attorneys, in the performance of a variety of legal assignments. General supervision and training is received from the office head and/or other attorney. Does related work as required.

TYPICAL WORK ACTIVITIES:

Research the law and renders opinions to legislative offices and department heads as directed;
Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents;
Examines legal papers served on or filed with department heads;
Confers with police personnel, judges, defendants, attorneys and interviews witnesses;
Research points of law and prepares briefs;
Hears and investigates complaints;
May appear at hearings to represent their municipality.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of law; ability to express arguments of the law by written and spoken words; ability to deal effectively with people.

MINIMUM QUALIFICATIONS: Graduation from law school recognized by the State of New York or proof of eligibility to take the New York State Bar Examination in accordance with the rules of the New York State Court of Appeals (Section 520.4).

NOTE: Incumbents of this position may be appointed to standard legal positions within county or municipal offices in accordance with civil service law upon admission to the bar of the State of New York.

R.C.D.P. (11.15.2015) 11.08.2018 - Job specification may be subject to further revision
Competitive
(Non-competitive in the County of Rockland Department of Law and the District Attorney's Office)