

LAW GRADUATE

CHAUTAUQUA COUNTY DISTRICT ATTORNEY'S OFFICE

SALARY RANGE: \$77,475.00 - \$119,082.00/YEAR + BENEFITS

Chautauqua County District Attorney's Office is accepting applications for one (1) qualified Full-Time Law Graduate in the Mayville, NY office. This position is Full-Time at 35 hours per week. Salary commensurate with experience and includes benefits. This is para-professional legal work of substantive nature within the District Attorney's Office for individuals who have completed their Juris Doctorate and are awaiting the results of their New York State Bar Exam before they can be admitted to practice law in the State. The work duties involve paraprofessional and administrative tasks, including delegated legal work, related to the delivery of legal services. This position allows for the incumbent to use independent judgment in carrying out the details of work, while under the supervision of an attorney or attorneys.

Typical Job Duties:

- Prepares pleadings, motions, orders and other litigation or court documents for final review by attorney;
- Assists with departmental trials and administrative hearings, including pre-trial preparation, research, witness preparation, assistance in court with organization or pleadings, exhibits, and relevant research, review of testimony, and research of legal issues;
- Assists in post-trial preparation such as review of decision for necessary departmental action and review of proposed court orders for accuracy and assistance with appeals, including drafting of necessary motions for review and legal research;
- Utilizes electronic and web-based applications to perform legal and general research such as analyzing statutes, case law, and court decisions; completing property title searches, and document searches in various courts and clerk's offices;
- Works independently developing assigned cases or files to the point of final review by attorney and maintains assigned caseload for appropriate follow-up;
- Files legal documents and correspondence and reviews documents filed with the courts;
- Acts as liaison with clients, caseworkers, other agencies including the courts;
- Responds to inquiries for information and researches issues presented by other agency personnel.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Must Meet Minimum Qualifications: EITHER

- A. Graduation from a regionally accredited or New York State registered college or university with a Juris Doctorate AND must be eligible to take the New York State Bar Exam; OR
- B. Have taken the New York State Bar Exam with final exam results still pending.

Additional Requirement: Unless appointed in the Office of the Public Defender, candidates must be a legal resident of Chautauqua County at the time of appointment and must maintain legal residency during service in this classification.