

LAW GRADUATE

DISTINGUISHING FEATURES OF THE CLASS: This is para-professional legal work of substantive nature within a law 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 WORK ACTIVITIES:

Prepares County contracts, real estate documents, legal opinions, and local legislation for final review by attorney;
Prepares pleadings, motions, orders and other litigation or court documents for final review by attorney;
May attend committee meetings of the County Legislature and meetings of County boards and commissions;
Reviews County policies and compliance procedures;
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;
Reviews legal files for appropriate estate recovery action;
Prepares necessary small estate affidavits, probate petitions, creditor affidavits and other necessary legal documents;
Reviews deeds and other real property legal documents and court documents to determine appropriate course of action with respect to liens, recoveries and assignments of assets;
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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good working knowledge of County law, laws of the State of New York, legal documents, legal procedures and County law office routine; ability to read and analyze fairly complicated material; ability to perform accurate legal research; ability to prepare legal documents appropriate to a law office; ability to assist an attorney by performing a variety of legal duties; ability to understand and carry out complex written and oral instructions; ability to communicate both orally and in writing; ability to use a personal computer and software related to legal process; familiarity with court system; confidentiality; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- 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.

Drafted 1/31/2024
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Revised 4/24/2024