

LAW GRADUATE TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is para-professional legal work of substantive nature within a law office for individuals who are in their second or final year of school to obtain their Juris Doctorate. The work duties involve paraprofessional and administrative tasks, including delegated legal work related to the delivery of legal services. This position works closely under the supervision of an attorney or attorneys.

Trainee appointments are for a maximum period of up to two years beginning on the date of appointment. At any point during the traineeship, incumbents may advance to the Law Graduate title, if the minimum qualifications are met to advance. If the incumbent obtains permanent status as a Law Graduate Trainee and has satisfied the minimum qualifications of the Law Graduate title, they may advance without further examination.

TYPICAL WORK ACTIVITIES:

- Learns to prepare County contracts, real estate documents, legal opinions, and local legislation for final review by attorney;
- Learns to prepare 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;
- Assists in the review of 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;
- Assists with the review legal files for appropriate estate recovery action;
- Learns to prepare small estate affidavits, probate petitions, creditor affidavits and other necessary legal documents;
- Assists in the review of 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;
- Learns to develop assigned cases or files to the point of final review by attorney and maintains assigned caseload for appropriate follow-up;
- Assists with filing legal documents and correspondence and reviews documents filed with the courts;
- Learns to act as liaison with clients, caseworkers, other agencies including the courts;
- Learns to respond to inquiries for information and researches issues presented by other agency personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of legal documents, legal procedures and County law office routine; ability to read and analyze fairly complicated material; ability to learn to perform accurate legal research; ability to learn 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. Currently working to achieve a Juris Doctorate at a regional accredited or New York State registered college or university AND in their second or final year of graduating from the program; OR
- B. Currently working to achieve eligibility to take the New York State Bar Exam AND are in their second or final year of achieving this eligibility.

Adopted 2/28/2024