

LAW INTERN
(County Attorney)

DISTINGUISHING FEATURES OF THE CLASS: This work involves performing duties for the Office of the County Attorney. The incumbent works under the general supervision of attorneys who assign work and projects. The incumbent is responsible for performing a variety of tasks that while not requiring an attorney, nevertheless, entail the application of legal procedures and research techniques to facilitate the preparation of legal documents. The incumbent's specific duties will vary within the broad framework of legal skills. A Law Intern (County Attorney) does related work as required.

TYPICAL WORK ACTIVITIES:

- Serves the County Attorney and Assistant County Attorneys in a confidential capacity;
- Performs legal research, analysis and writing as assigned;
- Performs research for the department regarding various issues;
- Writes routine documents;
- Assists the County Attorney and Assistant County Attorneys in the preparation of legal documents;
- Assists with Department of Social Services' cases under supervision/direction of an Assistant County Attorney;
- Assists the Assistant County Attorney in matters involving juveniles;
- Help in the daily work as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of State, Federal and Municipal laws; Good knowledge of law digests, legal encyclopedias, legal citations; some knowledge of court procedures; ability to gather information and draft legal documents; special ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; good command of language and public speaking; tact; courtesy; professional and administrative judgment, physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

Must be enrolled and in good academic standing with a nationally accredited law school or regionally accredited graduate school or university at the time of appointment.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 5/17/2022