

## LAW STUDENT INTERN

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a Village or Town Attorney, an incumbent of this class performs difficult legal research, assists in the investigation of complaints and the preparation of legal cases in a municipal office. The incumbent studies legal issues of concern to a Village or Town while insuring compliance with applicable laws. Appointments to this title are temporary in nature for a duration not to exceed two years. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Conducts legal research and prepares written analyses of municipal management issues;

Prepares drafts of resolutions and local laws for consideration by the Town Board or Board of Trustees, Zoning Board of Appeals and Planning Board;

Reviews and prepares contracts between the Village or Town and third parties for services or public works insuring compliance with applicable laws and maintaining the interests of the Village or Town;

Prepares documents for cases involved in litigation;

Participates in the formulation of legal strategy and insures timely filing of documents;

May attend trials and hearings to gain familiarity with courtroom procedures;

Attends meetings and conferences as directed;

Establishes and maintains files of legal documents;

Prepares written drafts of opinions as requested;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of judicial procedures, legal research techniques, methods and analysis; ability to plan, organize and present ideas clearly and concisely both orally and in writing; ability to observe, recognize and distinguish pertinent details; ability to work well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Satisfactory completion of the first year (24 credits) of an accredited Law School program\*.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

Towns & Villages  
J.C.: Pending Juris class  
CSB1

Job Class Code: 0996