

LAW INTERN

DISTINGUISHING FEATURES OF THE CLASS: This work involves assisting in the representation without charge or by order of the Court with the consent of the defendant, each indigent person who is charged with a crime as defined by Section 722 (a) of the County Law. The Law Intern shall research, and aide in the investigation, preparation, conduct and appeals in any Court proceeding involving indigent persons. The work is performed under the direct supervision of the Public Defender or his/her designee. A Law Intern does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in the defense of each indigent person who is charged with a crime;
- Assist with Family Court cases under supervision/direction of a family court attorney;
- Performs research on assigned topics;
- Attend trials;
- Assist with depositions;
- Manage case files;
- Assists in the preparation of appeals;
- Keeps records and makes reports;
- Help in the daily work as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of criminal law applicable to state and federal criminal laws; Good knowledge of criminal court procedure and of the rules of evidence; some degree of skill in the preparation of briefs; knowledge in presentation of a defense before a jury; 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: