

Jurisdiction Class: Competitive  
Non-Competitive for one (1) position in Oneida County  
Government Only  
EEO Category: Professional  
Revised: 03/27/2023

## **LAW ASSOCIATE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional legal work involving responsibility for assisting in the investigation, preparation, conduct, and appeal in various court and legal proceedings involving indigent defendants. The work involves extensive research and the preparation of legal documents. Work is performed in accordance with guidelines provided by law and under direct supervision of a licensed attorney. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Researches legal issues and relevant precedent cases;  
Drafts legal briefs and other essential documentation;  
Reviews judicial transcripts;  
Interviews clients;  
Assists in preparing cases for hearings and trials;  
Represents office in out-of-court proceedings.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the principles and practices of applicable field of law; good knowledge of court procedures and the rules of evidence; good knowledge of legal documents and procedure; skill in performing accurate legal research; skill in the preparation of briefs and other legal documents; ability to analyze, appraise and legal principles, facts and precedents to legal problems; ability to communicate effectively, both orally and in writing; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATION:** Possession of Juris Doctor.

### **NOTES:**

1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
2. Upon approval of the Appellate Division, Fourth Judicial Department, may act as an Assistant County Attorney, Assistant District Attorney, or Assistant Public Defender by arguing motions, trying local criminal court matters, participating in calendar practice, and preparing appeals pursuant to Section 478 and 484 of New York State Judiciary Law.

Adopted: 06/13/2018  
Revised: 08/14/2018, 06/25/2019, 03/27/52023