

## **CRIMINAL LAW ASSOCIATE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional legal work involving responsibility in the Public Defender's Office, District Attorney's Office, or the Broome County Attorney's Office for assisting in the investigation, preparation, conduct, and appeal in various court and legal proceedings. The work involves extensive research and the preparation of legal documents. Work is performed in accordance with Section 805.5 of Rules of the Supreme Court, Appellate Division, Third Department (22NYCRR Part 805.5) ("Rules") and under direct supervision of the Public Defender, District Attorney or Broome County Attorney. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

All activities as authorized by Section 805.5(b) of the Rules, as follows:

- (1) in the Appellate Division, Third Department, to prepare briefs and memoranda of law when under general supervision of a supervising attorney;
- (2) in criminal matters, in superior courts, when under immediate supervision, to render legal services at arraignments, bail applications, pleas, sentencings, preliminary hearings and post-conviction proceedings, including appeals;
- (3) in criminal matters, in local criminal courts, when under immediate supervision, to render legal services at arraignments, bail applications, pleas, sentencings, preliminary hearings, post-conviction proceedings and trials;
- (4) in noncriminal vehicle and traffic matters, in local criminal and justice courts, when under general supervision of a supervising attorney, to render legal services at arraignments, conferences, appearances, pleas and trials;
- (5) in family court, when under immediate supervision, to render legal services on motions and in contested matters, and, when under general supervision of a supervising attorney, in uncontested matters;
- (6) in other civil actions and proceedings in or before any court or administrative agency, when under immediate supervision, to render legal services on, motions and in contested matters, and, when under general supervision of a supervising attorney, in uncontested matters. Appearances before Federal courts and State and Federal administrative agencies shall be subject to the rules and regulations of the particular court or agency involved.

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Additional responsibilities include, but are not limited to:  
Reviews Court transcripts;  
Reviews drafts and documents;  
Interviews clients and witnesses;  
Assists in preparing cases for hearings and trials;  
Represents the Public Defender's Office, District Attorney's Office, or the Broome County Attorney's Office in out-of-court proceedings.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of civil and/or criminal 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 and appraise legal principles, facts and precedents to legal problems;  
Ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:** Law school graduate with a Juris Doctor, or similar degree, who has either sat for or intends to sit for the next scheduled New York State Bar Examination.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

**SPECIAL REQUIREMENT:** Possession of an appropriate level New York State Motor Vehicle Operator's License.