

CRIMINAL LAW ASSOCIATE

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work involving responsibility in the Public Defender's Office or the District Attorney's Office 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 the Public Defender or the District 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 Public Defender's Office in out-of-court proceedings.

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

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

MINIMUM QUALIFICATIONS: Eligibility for admission to the New York State Bar and for license to practice as an attorney in the State of New York.