

LAW CLERK

Department: Town Attorney
Classification: Competitive
Specification Number: 1250
Approved: 11/16/21
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Satisfactory completion of the first year of an accredited law school program (24 credits).

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, an employee in this class assists the Town Attorney in the clerical aspects of legal research and preparation of legal correspondence and case briefs. The incumbent studies legal issues of concern to the town and researches the law and any pending legislation to provide relevant information to the Town Attorney and the Town Board. The incumbent will often prepare in-house memoranda outlining current case law and statutory application to questions that may determine the legal effect of the conduct of a town, its officers or departments. Supervision is received from supervisory Attorneys through conferences and reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Prepares memoranda outlining current case laws and statutes applicable to the operations of a town and its departments;

Prepares correspondence reflecting a town's legal position on various issues for submission through the Town Attorney to members of town government and the general public;

Maintains law library inventory;

Drafts amendments to be submitted to the Town Board to change a town's laws and ordinances;

Reviews pending and adopted federal legislation which may affect the business of a town;

Prepares legal papers for submission to courts;

Prepares briefs of cases relevant to town issues.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the techniques, methods and terminology used in legal research and case briefing; ability to apply legal training to specific issues and cases affecting a town; ability to gather, organize and evaluate material relevant to legal actions; ability to communicate effectively, both orally and in writing; ability to establish effective working relationships with Town Board members, legislators, department heads and other public officials; physical condition commensurate with the demands of the position.