

LAW INTERN (P/T)

Department: Town Attorney
Classification: Non-Competitive
Specification Number: 1270
Approved: 11/16/21
Revised: By JG

MINIMUM QUALIFICATIONS

Admission to an accredited law school.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class performs specialized subprofessional legal work in the office of the Town Attorney. The incumbent assists attorneys in preparing cases for trial, as well as other legal assignments. Supervision is received from professional superiors and work is reviewed in progress and upon completion. Does related work as required.

TYPICAL WORK ACTIVITIES

Aids and assists in the preparation of motion papers, affidavits and orders to be submitted to courts;
Performs legal research work to aid attorneys in writing legal briefs;
Compiles statistics and may develop and maintain department charts;
Studies problems such as legal procedures and review, etc.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of judicial procedures and investigative techniques; ability to organize material and present clear and logical arguments of law; ability to exercise independent judgment and initiative; ability to exercise tact in dealing with others; physical condition commensurate with the demands of the position.