

LAW CLERK/Justice

DISTINGUISHING FEATURES OF THE CLASS: This work involves performing legal research and other law related matters using a high degree of professional judgement. Tasks can include but not limited to legal research and the preparation of draft documents on legal matters. The incumbent will receive assignments from the Town Justices. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

Provides legal research and information regarding cases pending in Justice Court;
Prepares legal documents including, affidavits, briefs and other documents as needed;
Assists Justice Court in all legal matters such as hearings and trials;
Perform legal tasks as assigned by the Town Justices;
Search files to obtain information needed for the conducting of hearing and trials;
Research and report on legal precedents for specific case requests;
Prepare decisions when assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of legal principles; ability to perform legal research; ability to use PC based websites for legal research; ability to write documents clearly and concisely; Good knowledge of NYS and Town of Colonie laws; working knowledge of the law library; ability to clearly communicate both orally and in written form; tact and courtesy; integrity and good judgment.

MINIMUM QUALIFICATIONS.

Admission to practice law in NYS.

NOTE: License to practice law in NYS as well as CLE credits must be kept current.

Adopted 1/30/19
Town of Colonie
Personnel Officer