

## LEGAL INTERN

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs a variety of sub-professional tasks under a program designed to provide legal experience in the area of public prosecution, public welfare or government law for students attending law school. The work is performed under the general direction of the Supervising Attorney in the assigned governmental unit (District Attorney, County Attorney or Supervising Social Services Attorney) with considerable leeway allowed in the details of the work. Supervision is not normally a function of this position. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Performs legal research;

Assists in the investigation of consumer fraud and other criminal complaints;

Reviews documents and drafts legal pleadings;

Interviews witnesses to gather information for prosecution;

Prepares witnesses for trial;

Assists in the preparation of trial materials;

Prepares reports on information obtained from interviews, research or investigation for use by prosecutors or attorneys;

Maintains a variety of records.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the principles and practices of criminal law and/or family court procedures applicable to state and federal law; working knowledge of criminal court procedures; ability to research matters of law; ability to prepare clear and concise reports on findings of research and investigation; ability to communicate effectively and to establish a rapport with witnesses; ability to understand and follow oral and written instructions; ability to maintain records; tact; courtesy; initiative; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree and current enrollment in a law school recognized by the American Bar Association.

ULSTER COUNTY  
3940 LEGAL INT  
Classification: Competitive  
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Adopted: July 11, 1979  
Revised: March 2, 2026