



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 23-021 **POSTING DATE*: FROM:** 06/05/2023 **TO:** 06/15/2023

JOB TITLE: Legal Aide

RATE OF PAY: \$19.52 per hour

LOCATION: District Attorney's Office

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

Completion of four years of college study and enrollment in law school.

APPLICATION DEADLINE / LAST FILING DATE*: 06/15/2023

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/22/2020

LEGAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is routine sub-professional work of a legal nature within a municipal law office involving a variety of duties which include but are not limited to the conduct of research, preparation, review and verification of legal documents and the maintenance of legal materials. This class differs from that of the Legal Assistant by virtue of its limited professionalistic approach in the development of legal data. All work is performed under the close direction, supervision and guidance of an Attorney. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Researches pertinent segments of the law on routine legal matters;
Examines and abstracts relevant data;
Compiles background information on litigation cases;
Assists in the preparation and review of standardized legal documents such as briefs, depositions, subpoenas, affidavits of complaints, etc.;
Reviews and compiles data on contract preparation and negotiation practices and procedures used by other municipal jurisdictions;
Consults with key officials by telephone and/or in person on problems requiring legal determinations, resolves routine questions and refers the more complex to superior;
Prepares complete informative reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISITICS: Good knowledge of legal research methods and techniques; good knowledge of the English language; working knowledge of legal practices and procedures; working knowledge of legal documents and of municipal law office routine; ability to collect, organize and abstract legal data; ability to understand and interpret legal materials; ability to understand and carry out written and oral instructions; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of four years of college study and enrollment in law school.

APPROVED: MARCH 28, 2002

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE