



Career Service Authority

Attorney Intern

Page 1 of 5

GENERAL STATEMENT OF CLASS DUTIES

Performs trainee professional legal work for the City Attorney's office, District Attorney's office, and the Career Service Authority Hearings Office. Maximum length of service in training class: *one year*

DISTINGUISHING CHARACTERISTICS

This class performs trainee professional legal work in any of the subject areas practiced by the City Attorney's Office, the District Attorney's Office, or the Career Service Authority's Hearings Office. This class is distinguished from **Assistant City Attorney-Entry** that provides entry-level legal representation in said offices.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well-established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions. Duties assigned are generally repetitive and restricted in scope, but may be of substantial intricacy. Employee is primarily concerned with the application of standardized practices. Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Employee prepares recommendations for problems that are not covered by guidelines or are without precedent and presents these to the supervisor. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Trains in the theoretical and technical aspects of the legal field and learns and performs work procedures related to the assignment.

Trains and assists in the preparation and trying of routine legal cases involving disputes concerning or alleged violations of ordinances, municipal codes, and State law. Such controversies may be heard in administrative venues as well as courts of original and appellate jurisdiction.

Trains and assists in the preparation of legal documents related to the City's transactional needs, including contracts.

Trains in and assists in the preparation of legal opinions, briefs, motions and pleadings, and other documentation or correspondence.

Performs routine legal research and assists in research of more complex legal problems, under the supervision of a higher-level attorney or hearing officer.

Some positions may assist with the explanation and interpretation of cases to agency personnel, employees and the public.

Some positions may perform investigatory duties related to assigned cases.

Some positions may train to provide advice to agency managers regarding city business.

Some positions may learn to prepare examination questions for hearings and court proceedings, and participate in arraignments and depositions.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Legal, Government and Jurisprudence – Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information. Analyzes information and makes correct inferences or draws accurate conclusions.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Decision Making – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Oral Communication – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

Memory – Recalls information that has been presented previously.

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills. Uses training, feedback, or other opportunities for self-learning and development.

Self-Esteem – Believes in own self-worth; maintains a positive view of self and displays a professional image.

Flexibility – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Stress Tolerance – Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergencies, dangerous situations).

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Knowledge of legal principles and practices sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of analysis and research techniques sufficient to be able to determine what information is needed, secure and analyzes desired information and formulate logical recommendations.

Skill in using the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

Skill in conducting investigations related to the work assignment.

Skill in interpreting and applying written guidelines, precedents, and work practices to standardized work situations or specific cases.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Physical Demands:

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Hearing: perceiving the nature of sounds by the ear.

Standing: remaining on one's feet in an upright position.

Working Environment:

Pressure due to multiple calls and inquiries

Subject to many interruptions

Subject to long, irregular hours

Education Requirement:

Graduate or current enrollment in a College of Law approved by the American Bar Association, working toward the attainment of a Juris Doctor Degree.

Experience Requirement:

None.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

None.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 10/01/2004

REVISED DATE: 08/31/2008

REVISED BY: Hameed Pousti

CLASS HISTORY: 10/01/04 – Class was originally created.
08/05/07 – The General Statement of Class Duties, Essential Duties, and Competencies, Knowledge & Skills has been revised and the job specification updated into HR Manager Format.
08/31/08 – The maximum length of service in training class (One year) was added to the GSD.