

LEGAL RESEARCH COORDINATOR

Salary Range for Legal Research Coordinator is \$58,784 to \$77,929

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility to complete a variety of advanced legal research for the Office of the District Attorney. An employee in this class performs a variety of tasks which entail the application of law and legal research as well as the preparation of legal documents. An employee in this class assists the District Attorney and Assistant District Attorneys in preparing for trial and providing guidance during trial. The work requires advanced knowledge of laws and rules pertaining to such matters and the ability to independently gather, organize and record relevant information. Does related work as required.

TYPICAL WORK ACTIVITIES

- Conduct advanced legal research and fact-finding regarding post-conviction motions, some including claims of actual innocence.
- Assist District Attorney and Assistant District Attorneys during pretrial and trial stages by conducting advanced legal research, analyzing defense motions, and providing midtrial legal guidance.
- Assist in formulating arguments for appellate briefs by reviewing case law, conducting a review of the Record on Appeal, and analyzing opponents' brief.
- Assist in obtaining records and minutes for appellate briefs and other proceeding and review stipulations for completeness and accuracy.
- Provide guidance and direction to law students working for the District Attorney's Office.
- Provide assistance to Assistant District Attorneys in conducting their own legal research in order to promote efficient and effective legal research.
- Implement reorganization of massive database to aid Assistant District Attorneys with motion responses.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Advanced knowledge of New York State Criminal Law.
- Advanced knowledge of the techniques normally employed in preparing legal memoranda, conducting legal research, and analyzing legal problems.
- Ability to communicate legal opinions and information clearly and succinctly during time sensitive and high-pressure situations.
- Advanced ability to analyze legal issues and identify significant case opinions and facts.
- Ability to interpret case law, statutory provisions, and regulations.
- Ability to organize factual and legal data into clear and logical sequence.
- Working knowledge of the functions of the District Attorney's Office.
- Working knowledge of court trial and administrative hearing procedures.

MINIMUM QUALIFICATIONS

- Graduation from a regionally accredited or New York State registered college or university with a degree in Law (J.D. or LL.B.).
- Candidates must have passed the New York State Bar Examination, but do not need to be an admitted attorney.