



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Confidential Research and Litigation Assistant**
Jurisdictional Class: Competitive (Exempt classification disapproved by NYSCSC)
Civil Division: Village of Union Springs
Adoption: CSM 1/14/15
Revised: CSM 10/14/15

DISTINGUISHING FEATURES OF THE CLASS:

This is a confidential position involving legal research, analysis and writing under the supervision of the Village Attorney. The incumbent obtains information regarding litigation matters and does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Analyzes pleadings, briefs and supporting documents submitted by opposing parties;
Uses a law library and on-line research tools and researches references in documents submitted by opposing parties;
Prepares confidential written summaries of documents;
Prepares confidential outlines of perceived areas of weakness in documents;
Performs related tasks as required or assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of legal research tools;
Good knowledge of New York Civil Practice Law and Rules and Federal Rules of Procedure;
Skill in performing tasks in a timely manner;
Ability to maintain a strict code of confidentiality;
Ability to interpret laws, rules and regulations;
Ability to apply specific techniques of gathering information and presenting it in the proper manner;
Ability to use data base programs and word processing programs;
Ability to understand and follow oral and written instructions;
Ability to get along well with others;
Accuracy;
Tact and courtesy.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or NYS registered college with a bachelor's degree or higher AND completion of at least two full-time years (or part-time equivalent) of law school from an accredited college of law.

SPECIAL REQUIREMENT(S):

Possession of current valid New York State Motor Vehicle Operator's license.