

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 6500900

Legal Aide, NS

Brief Description of Class

Legal Aides perform a variety of routine legal, paralegal, and clerical duties under the direct supervision of an Attorney admitted to the New York State Bar, who assigns, reviews, and approves all work. All positions are temporary, located in the legal office of many State agencies, and filled only by bona fide full-time students of law schools recognized by the New York State Education Department. Incumbents usually work part-time during regular law school sessions but may work full-time during school recesses.

Distinguishing Characteristics

Legal Aide: Under the direct supervision of an Attorney, gains experience in legal work by assisting professional staff in support of an agency legal program.

Related Classes

Positions of Assistant Attorney 1, 2 or 3 perform a limited range of legal activities as they usually prepare only portions of a case under specific directions and their technical work is reviewed for accuracy and adequacy. Further, communication with program administrators is generally limited to a specific case and is not at the level of a consultation. Appointment to the entry level of this Attorney traineeship requires law school graduation and/or eligibility to take the New York State Bar examination.

Student Assistants perform a variety of activities in support of agency programs. Duties range from general office clerical responsibilities to paraprofessional, technical, and professional responsibilities, which may be related to an individual's area of formal educational study. Duties are assigned commensurate with an individual's level of education and experience.

Illustrative Tasks

Conducts legal research and analyzes legal decisions, opinions, rulings, and memoranda by selecting principles of law and preparing summaries of the points of law involved.

Selects, assembles, and compiles information on statutes, rules of procedure, regulations, other legal instruments, and specific legal subjects.

Maintains records and indices of law cases including status using Shephard's Citations.

Obtains copies of legislative bills and maintains records of the progress of proposed legislation of interest to the agency.

Secures information on court sessions and calendars or on administrative hearing calendars and informs legal staff when cases will be called.

Composes routine legal correspondence and memoranda.

Prepares preliminary drafts of agreements and resolutions, pleadings, opinions, and extracts of depositions.

Observes hearings; may conduct hearings under a student practice order.

May conduct preliminary interviews of witness.

May assist in maintaining agency law library by locating or re-shelving books and adding new materials.

Minimum Qualifications

Legal Aide

Non-competitive: Candidates must be currently enrolled as full-time students at a law school.

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 2/2024

KAB