

ASSISTANT COUNTY ATTORNEY

J007-XIII  
J108-XIV  
J109-XV  
J010-XVI  
J136-XIV RPT  
Exempt  
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: Gives legal council to elected officers, commissioners and heads of departments and administrative units of the County and/or represents the County in the courts of New York State and Federal courts. Under general supervision, individual is responsible for specialized professional work of ordinary difficulty in the handling of legal problems and, if appropriate, all legal proceedings arising out of the operation of County departments and administrative units. Although the County Attorney and his/her deputies are available for supervision, consultation and advice, some latitude is given for the exercise of independent judgment in assigned matters. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides legal counsel to elected and appointed officials, commissioners and heads of departments and administrative units;  
Represents the County in legal proceedings in State and Federal court when necessary;  
Prepares pleadings, motion papers, briefs, memoranda and drafts other legal documents, such as contracts, leases, legislative resolutions and local laws;  
Performs legal research on a broad range of subject matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of New York law and familiarity with the County's Charter and Administrative Code;  
Ability to present clearly and logically arguments of law by written or spoken word;  
Ability to organize material;  
Ability to get along well with others;  
Ability to comprehend and carry out complex oral and written instructions;  
Good address;  
Tact;  
Good judgment;  
Ethical conduct in the practice of law.  
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

SUGGESTED QUALIFICATIONS:

Graduation from an accredited law school, admission to the Bar of the State of New York, and either: two (2) years of litigation or general law experience (including, but not limited to, corporate, municipal, environmental and health law); or a satisfactory equivalent combination of experience and training.