

COUNTY ATTORNEY

GENERAL STATEMENT OF DUTIES: Serves as legal advisor to the County Legislature; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work involving responsibility for providing sound legal counsel to the County Legislature. An employee in this class is responsible for answering technical legal questions and furnishing advice regarding problems affecting the operations of the County as well as representing the County in court.

EXAMPLES OF WORK: (Illustrative only)

Attends all meetings of the County Legislature;
Drafts resolutions and local laws for the consideration of the County Legislators;
Gives legal advise to the County Legislators and to all County department heads;
Prosecutes cases in Family Court concerning paternity, uniform support, non-support, family offenses, contempt and juvenile offenses;
Provides legal advise and furnishes opinions to town;
Conducts proceedings involving the County, such as condemnation.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Thorough knowledge of County law and other laws of the State of New York which have bearing upon the actions of counties and towns; ability to express legal arguments clearly by written and spoken word; good address; honesty; courtesy; tact; ethical conduct in the practice of law; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE:

Three (3) years of progressively responsible experience in the general practice of law and graduation from a law school recognized by the University of the State of New York;

OR

Any equivalent combination of experience and training sufficient to indicate ability to do the work.

ADDITIONAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Admission to the Bar in the State of New York