

FIRST ASSISTANT COUNTY ATTORNEY

JG-XVIII
MJE/jkr

DISTINGUISHING FEATURES OF THE CLASS: The work involves prosecuting and defending in civil actions and proceedings of an important and difficult nature for the County. The incumbent renders legal advise to the Erie County Legislature and other County Officials. The work also includes the review of subordinates' work for content and conformance with the law and policies of the Attorney, with a wide latitude for the exercise of independent judgment. Supervision is exercised over a number of Assistant County Attorneys and other legal and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts litigation on behalf of Erie County and its officers and departments, and defends them in litigation when necessary;
Writes briefs for lower and appellate courts, and argues appeals;
Supervises routine litigation handled by Assistant County Attorney's in lower courts and on appeals;
Represents Erie County in hearings before the public service commission and other state commissions and boards;
Represents Erie County in hearings before the public service commission and other state commissions and boards;
Gives legal counsel to and writes legal opinions for the County Legislature, department heads, and other county officers;
Drafts and processes legislation proposed for the County of Erie to be introduced into the State Legislature;
Attends sessions of the State Legislature; confers with Legislators and State officials; and examines all bills relating to Erie County introduced into the Legislature, advising County officials when necessary;
Assists in administration of the County Attorney's Office, giving advice and assistance to the Assistant County Attorney's in connection with assigned work;
Acts as County Attorney in his absence with full responsibility for departmental operations and for representing the County Attorney at meetings of the Erie County Legislature.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of legal principles, procedures, and terminology; thorough knowledge of laws and legal problems governing county government administration; good knowledge of specialized legal problems and procedures involved in the operation of specific county departments; ability to advise county departments regarding legislation and procedures; ability to bring court proceedings and to conduct comprehensive court actions on behalf of the county; ability to get along well with others; sound professional judgment; initiative and resourcefulness; industry and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a recognized school of law, admission to practice before the bar in New York State; Plus Ten (10) years of experience in the practice of County Law.