

SECOND ASSISTANT COUNTY ATTORNEY

J-011  
JG XVIII

GENERAL STATEMENT OF DUTIES: Gives legal advice to committees and members of the County legislature and various Erie County departments on the handling of legal problems; handles general litigation including appeals; prepares legal documents; oversees the office operations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Works under the general direction of the County Attorney; who reviews work for conformance with law and with the policies of the Erie County Legislature. Supervises the operational activities and clerical staff of the office.

EXAMPLES OF WORK: (Illustrative only)

Provides legal counsel to specially assigned County departments such as Health, Highway, Social Welfare posing specialized legal problems in usual operations;  
Conducts litigation in the specialized fields assigned as a trial lawyer including representing the county and the department at trials, hearings and appeals;  
Prepares pleadings, motions, papers, trial briefs, memoranda and other legal documents as necessary;  
Advises private attorneys on matters relative to legal specialty assigned;  
Performs legal research and prepares legal opinions as directed by the County Attorney or First Deputy or as necessitated by work for the assigned departments;  
May supervise the work of a small legal and associated staff;  
Supervises legal matters of the Real Property area;  
Does other legal work as assigned connected with the County Attorney's office.

REQUIRED KNOWLEDGES, SKILLS, & ABILITIES:

Thorough knowledge of legal principles, procedures and terminology; good knowledge of laws and legal problems governing County government administration; working 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; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation in law from an institution of recognized standing; admission to the Bar of the State; and at least seven (7) years successful experience in the practice of law satisfactorily to equip the candidate for the position.

