

ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS:

The work of this class is of a highly professional level calling for the exercise of independent judgment under the general supervision of the County Attorney. Appointed by and acting under the general supervision of the County Attorney, the Assistant County Attorney is responsible for answering many legal problems arising in the operation of County business and organization.

TYPICAL WORK ACTIVITIES:

Under the direction of the County Attorney to give legal counsel to the Board of Representatives and departmental authorities; represents the County as directed by the County Attorney in the Courts; does related work as required.

1. Investigates the law and renders opinions to the Board of Representatives and department authorities as directed by the County Attorney;
2. Acts in place of the County Attorney when directed;
3. Prepares pleadings, appeals, resolutions, notices, contracts, and other legal papers and documents;
4. Examines legal papers served on or filed with County departments and officials as directed by the County Attorney;
5. Attends meetings of the Board of Representatives at the direction of County Attorney, and advises the Board of legal problems as requested by the County Attorney;
6. Appears in court to represent the County whenever it is necessary to do so as directed by the County Attorney;
7. Answers correspondence as directed;
8. Makes reports as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the law as it relates to Counties in the State of New York; ability to express clearly by written and spoken word, arguments of the law; ability to organize material, good address; ethical conduct in the practice of the Law; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Responsible experience in the practice of civil law and graduation from a recognized law school; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

SPECIAL REQUIREMENT FOR THE ACCEPTANCE OF APPLICATIONS:

Admission to practice law in the State of New York.

LS1202

REVISED: 09/15/95