

## **ASSISTANT CORPORATION COUNSEL**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is professional legal work involving responsibility for advising the Chief Executive Officer, Legislature and operating departments of a municipality on matters of law, preparing legal material and representing the municipality in the courts. An employee in this position is responsible for answering many legal questions effecting the municipality's organization and operations. General supervision is received for the Corporation Counsel with wide leeway permitted for the use of independent judgment.

### **TYPICAL WORK ACTIVITIES:**

1. Researches the law and renders opinions when requested;
2. Represents the municipality in cases before the courts wherein the municipality is a party, plaintiff or defendant;
3. Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents;
4. Prepares local laws, ordinances, resolutions, legalizing acts and other legislation.
5. Attends meetings of the legislative body and advises that body when requested.
6. Examines legal papers served on or filed with municipal departments and officials;
7. Makes reports and answers correspondence;
8. Does related work as required.

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

Good knowledge of the principles and practices of law in New York State; good knowledge of local, state and federal law pertaining to municipal organization and operations, ability to analyze and appraise legal problems and to apply legal principles, facts and precedents in the solution of local legal problems, ability to express clearly and effectively, both orally and in writing, legal positions and arguments; ability to establish satisfactory working relationships with others; good professional judgment; good moral character; tact; courtesy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS (RECOMMENDED ONLY):**

Possession of a license to practice law in New York State.

LS1201

ADOPTED: 05/15/75

REVISED: 09/15/95