

## 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 addressing many legal requirements and issues arising in the operation of County business and organization.

### TYPICAL WORK ACTIVITIES:

Under the direction of the County Attorney, to give legal counsel to all units of Dutchess County government; represents the County as directed by the County Attorney in the Courts; does related work as required.

1. Researches issues of the law and renders opinions to all units of Dutchess County government as directed by the County Attorney;
2. Acts in place of the County Attorney when directed;
3. Prepares pleadings, litigation documents and appeals, and represents the interests of the County in civil litigation.
4. Prepares legislation, notices, contracts, and other legal papers and documents on behalf of the County;
5. Examines legal papers served on or filed with County departments and officials as directed by the County Attorney;
6. Attends meetings of the Dutchess County Legislature at the direction of the County Attorney, and advises the Dutchess County Legislature of legal matters as requested by the County Attorney;
7. Appears in court to represent the County whenever it is necessary to do so as directed by the County Attorney;
8. Answers correspondence as directed;
9. Makes reports as directed.

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

Good working knowledge of the principals of municipal 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; the ability to attend evening meetings when necessary.

### MINIMUM QUALIFICATIONS:

Admission to practice law in the State of New York, and experience in the general practice of civil law with an emphasis on research and writing skills sufficient to indicate ability to do the work.

LS1202

REVISED:     09/15/95                    02/16/2021