

## ASSISTANT TOWN ATTORNEY

### DISTINGUISHING FEATURES OF THE CLASS:

This is professional legal work involving responsibility for providing general legal counsel and administrative assistance to a municipality and departments within the municipality. The work is performed under the general direction of the Town Attorney and/or the Town Supervisor in accordance with overall policies of the department or district with wide latitude for the exercise of independent judgment in applying legal knowledge to specific problems and the taking of appropriate legal action.

### TYPICAL WORK ACTIVITIES:

1. Acts as legal consultant to the important divisions of the municipality;
2. Prepares legal actions for negotiations and trials;
3. Directs the investigation and proceedings of various suits in which the municipality may be involved;
4. Advises departments as to proper or improper actions relative to specific laws concerning that department;
5. Drafts resolutions and/or legislation for municipal officers and boards;
6. Drafts contracts, leases and other instruments or legal documents;
7. May act as the Attorney for special districts or improvements;
8. May serve on the negotiating team for employee contracts;
9. May administer the grievance procedure for the municipality;
10. Does related work as required.

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

Good knowledge of Town law; good knowledge of the principles and practices of common law and of State and Federal laws as they apply to the department or district; good knowledge of civil court procedures and the rules of evidence; good knowledge of the general functions and administrative activities of the municipal department; ability to analyze, appraise and apply legal problems; good command of language; tact and courtesy; good professional judgment; good address; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

Two years of experience in the practice of law and graduation from a law school registered by the university of the State of New York;

**OR:**

Any equivalent combination of experience and training.

### SPECIAL REQUIREMENT:

A license to practice law in New York State.

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