

SENIOR ASSISTANT COUNTY ATTORNEY

This is a professional position working in the County Attorney's Office. Duties and responsibilities are essentially those of an Assistant County Attorney – to provide legal counsel to all units of Dutchess County government. A significant distinguishing characteristic between the positions of Assistant County Attorney and Senior Assistant County Attorney is in order to be eligible for promotion to the position of Senior Assistant, an Assistant County Attorney must have shown an ability to perform the duties of the office with a high degree of competence and commitment and must have proven an ability to provide legal counsel and advice independent of the need for direct supervision. In addition, the Senior Assistant County Attorney may provide general direction to Assistant County Attorneys, Law Assistants, and clerical personnel.

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; ability to direct the work of others, and the ability to attend evening meetings when necessary.

RECOMMENDED MINIMUM QUALIFICATIONS:

Two years of full-time experience as an Assistant County Attorney working for Dutchess County, or any equivalent combination of experience and training sufficient to indicate ability to do the work.

LS1211

ADOPTED: 08/31/78

REVISED: 02/16/2021