



**CIVIL DIVISION  
CLASS SPECIFICATION**

**VILLAGE ATTORNEY**

DATE ADOPTED: 7/10/2026

LAST REVISION:

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**DISTINGUISHING FEATURES OF THE CLASS:**

The work of this class is of a highly professional level calling for the exercise of independent judgment. The Village Attorney is responsible for answering problems arising in the civil law that affect Village operations and organization. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Investigates the law and renders opinions to the Mayor and Board of Trustees, and other departmental authorities;
2. Prepares pleadings, appeals, resolutions, notices, contracts, and other legal papers and documents;
3. Examines legal papers served on or filed with Village departments and officials;
4. Attends meetings of the Board of Trustees, and advises the Board on legal problems;
5. Appears in court to represent the Village whenever it is necessary to do so;
6. Answers correspondence and prepares necessary reports;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of the law as it pertains to villages in the State of New York; ability to express oneself clearly both orally and in writing; ability to clearly express arguments of the law; ability to organize materials; good address; ability to get along well with others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; honesty; courtesy; tact; ethical conduct in the practice of the law; physical condition commensurate with the duties of the position.

**SUGGESTED TRAINING AND EXPERIENCE:** Graduation from a recognized law school and three (3) years of experience in the practice of law, preferably civil law.

**SPECIAL REQUIREMENT:** Possession of a license to practice law in the State of New York at the time of appointment.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION:** Exempt

**REVISION HISTORY:**