

## **CITY ATTORNEY**

### **DISTINGUISHING FEATURE 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 affecting the municipality's organization and operations. General assignments are received from the legislative branch and/or the chief executive officer with wide latitude permitted for the exercise of independent judgment in the application of legal knowledge to specific problems and in the determination of the appropriate legal response to specific situations.

### **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 laws pertaining to municipal organization and operations; ability to analyze and appraise legal problems and to apply legal principles, facts and precedence in the solution of 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 judgement; good moral character; tact and courtesy; physical condition commensurate with the demands of the position.

### **ACCEPTABLE TRAINING AND EXPERIENCES (RECOMMENDED ONLY):**

Graduation from a law school recognized by the State of New York and two years of experience in the practice of law.

### **SPECIAL REQUIREMENT:**

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

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ADOPTED: 08/01/75

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