

## **COUNTY ATTORNEY**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position performs difficult and responsible work of a highly professional nature in giving legal counsel to the County Legislature and departmental authorities. Appointed by the County Executive, the County Attorney is responsible for answering many legal problems affecting the operation of County business and organization, as well as representing the County in the courts, and calls for the exercise of independent judgment.

### **TYPICAL WORK ACTIVITIES:**

1. Researches the law and renders opinions to the County Executive and departmental authorities when requested;
2. Represents the County and its units and officers in courts on all civil matters;
3. Advises and represents the welfare department on a number of matters;
4. Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents;
5. Examines legal papers serviced on or filed with County departments and officials;
6. Attends meetings of the County Legislature and advises when requested;
7. Makes reports and answers correspondence;
8. Prepares local laws, ordinances, resolutions, legalizing acts and other legislation upon request of the County Executive or members of the Legislature;
9. Does related work as required.

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

Comprehensive knowledge of the law as it relates to counties in the State of New York; ability to express clearly by the written and spoken words, arguments of the law; ability to organize material; good address; ability to get along well with others; honesty; tact; ethical conduct in the practice of the law; physical condition commensurate with the demands of the position.

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

Several years of progressively responsible experience in the practice of the law, preferably civil law, and graduation from a registered law school; or any equivalent combination of experience and training sufficient to indicate ability to do the work. (Admission to practice law in the state of New York).

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