

## **TOWN ATTORNEY**

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

The work of this class is of a highly professional level calling for the exercise of independent judgment. The town attorney is responsible for answering many problems arising in the civil law affecting the operation of town business and organization.

### **TYPICAL WORK ACTIVITIES:**

1. Investigates the law and renders opinions in the Town Board and to departmental authorities;
2. Prepares pleadings, appeals, resolutions, notices, contracts, and other legal papers and documents;
3. Examines legal papers on or filed with town departments and officials;
4. Attends meetings of the Town Board and advises the Board on legal problems;
5. Appears in court to represent the Town whenever it is necessary to do so;
6. Answers correspondence and makes necessary reports;
7. Does related work as required.

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

Good knowledge of the law as it pertains to towns in the State of New York; ability to express clearly by the written or spoken word, arguments of the law; ability to organize material; good address; ability to get along well with others; honesty; courtesy; tact; ethical conduct in the practice of the law; physical condition commensurate with the demands of the position.

### **RECOMMENDED QUALIFICATIONS:**

Three years of progressively responsible experience in the practice of the law, preferably the civil law, graduation from a recognized law school or any equivalent combination of training and experience sufficient to indicate ability to do the work.

### **SPECIAL REQUIREMENT:**

Eligibility for a license to practice law in the State of New York.

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