

## ASSISTANT CHIEF DEPUTY COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the County Attorney, incumbents of this class assist the County Attorney in carrying out complex legal assignments in support of County government policies and procedures. Incumbent assist in planning and supervising the conduct of civil law business of the County of Westchester. This position supervises and manages day-to-day operations of the Litigation Bureau or the Appeals, Opinions and Legislation Bureau and may generally act for and in lieu of the County Attorney in specified matters. Supervision is exercised over a number of professional, legal and clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Carries out complex legal assignments in which legal principles and trends of court decisions are not clearly defined;

Provides legal advice to top-level agency officials;

Participates in the planning, direction, and coordination of the preparation of briefs in both administrative adjudications and court litigated matters;

Directs the preparation of legislation proposed by County officials;

Guides, directs, and supervises the work of subordinate attorneys;

Maintains liaison with legislative committees;

Participates in and supervises the processing of cases through the various levels of the State and Federal court systems;

Conducts training for division staff and other County government personnel with respect to legal activities;

Oversees the analyses and review of Federal and State legislation to determine its impact upon County government rules, regulations and policies;

Negotiates and reviews legal documents such as contracts, deeds, and leases;

Directs the development of internal operating policies and procedures to facilitate the effective management of departmental resources;

Directs the preparation of office and staff services for the legal staff;

Directs the preparation and control of the department's budget;

Assists in the formulation of department policy;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of Federal and New York State constitutions and laws governing civil practice, Administrative law and supporting rules, regulations; comprehensive knowledge of the laws, rules, regulations, policies, administrative rulings, etc., governing the programs of the County government; skill in preparing legal documents, conducting legal research, analyzing legal problems, and drafting legislation; good knowledge of the functions and processes of the state and municipal governments; ability to analyze legal issues and identify significant cases, and facts; excellent analytical and communication skills both verbal and written; skill in testifying before legislative committees to effectively present County government position; ability to establish and maintain effective professional relationships; ability to plan and supervise the work of a legal staff; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgment; initiative; resourcefulness; integrity; dependability; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a school of law with an LL.B.\* or J.D.\* degree, and eight years of experience as an attorney, five years of which must have been in the practice of municipal law.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Admission to the Bar of the State of New York.