

## ASSOCIATE COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Attorney and Assistant Chief Deputy County Attorney, an incumbent of this class performs administrative assignments in areas which require particular expertise in such fields as: labor relations, appellate review, municipal law, land use, environmental issues, family law and the prosecution of juvenile delinquents on behalf of the County. Responsibilities include conducting complex litigation which involves one or more Bureaus within the Law Department, working with other Bureau heads to coordinate efforts, and providing legal advice to County government officials and top level administrators on all legal matters affecting County government and/or county contracts with outside vendors to ensure compliance with applicable federal, state and local laws. As determined by the County Attorney, incumbents of this class are assigned to, and lead teams of attorneys from different bureaus who work on a particular case or research project. Supervision is exercised over Senior Assistant County Attorneys and Assistant County Attorneys as well as clerical support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Participates in the formulation of departmental procedures and strategies necessary for the implementation of policy decisions and/or in the litigation of cases;

Assists in administering Bureau functions by directly supervising assigned Senior Assistant County Attorneys and Assistant County Attorneys, delegating and coordinating assignments, and reviewing all legal documents prior to submission;

Directs and coordinates teams of attorneys from other bureaus within the department on major case assignments, including researching legal issues, drafting legal documents including motions, summons and complaints, petitions, and legislation by monitoring and reviewing work assignments, and serving as liaison between the bureaus assuring that work is assigned to appropriate departmental personnel and completed;

Represents the County Attorney at meetings with officials from County, State and Federal government and agencies, as well as with Department heads, Committee Chairs, Legislators and other high-ranking governmental officials as assigned;

Attends meetings with County Legislators to advise the Legislature on proposed legislation regarding contracts, pending litigation and other municipal law issues;

Assists in the preparation of the department budget with respect to the personnel and equipment needs of the assigned Bureau;

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

May perform other incidental tasks, as needed.

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

When Assigned to the Litigation Bureau:

Responsible for management of attorneys handling specific categories of cases such as: federal and state civil rights and employment cases; federal and state personal injury and premises liability cases; inmate cases; state discrimination claims and cases involving labor and employee disciplinary issues; to handles complex litigation related to various municipal law issues;

When Assigned to the Appeals, Opinions and Legislation Bureau:

Manages major appeals; prepares opinions involving complex issues; drafts appropriate legislation for consideration by the Board of Legislators or the New York State Legislature; advises attorneys in the Litigation, Contracts and Family Court Bureaus on legal issues related to pending or anticipated legal matters on behalf of the County; participates in determining strategy and theory of case from inception through the appellate process;

When Assigned to the Contracts and Real Estate Bureau:

Coordinates with various departments on major projects involving land use and environmental issues, working with various high level County, State and Federal officials with regard to negotiating and drafting agreements on behalf of the County; acts as liaison with Bond counsel to ensure that all issues involving sales of bonds including legislation is conducted appropriately;

When Assigned to the Family Court Bureau:

Manages major cases in the Family Court, including but not limited to sex abuse of children, juvenile delinquency, and spousal and child support matters; trains attorneys and DSS personnel in the Family Court Act, Social Services Law, Criminal Procedure Law and Domestic Relations Law as well as Family Court Procedure and trial techniques; meets with high level DSS personnel with regard to legal and policy issues related to the care and protection of children; meets regularly with Family Court Judges and/or Hearing Examiners and high level Court personnel concerning Family Court procedure and practice.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the Federal and New York State laws governing civil practice, administrative law and supporting rules and regulations, labor law, municipal law, appellate practice, transactions involving land use and environmental law, Family Law, Social Services Law, and Criminal procedure Law; thorough knowledge of the general principles and practices used in modern labor relations, contract negotiation and drafting, environmental law, municipal law; good knowledge of the functions and programs of the County government;

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

ability to analyze legal issues and identify significant legal issues and cases; ability to communicate information clearly both orally and in writing; ability to plan and supervise the work of a legal staff; ability to present the County government's legislative position before legislative committees; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, communicate and understand English sufficiently to perform the essential duties of the position; sound professional judgment; initiative; resourcefulness; integrity; thoroughness; 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 six years of experience as an attorney, four years of which must have been substantially in the practice of one or more of the following: labor relations, transactions involving land use and environmental law, family law and/or criminal procedure law, and appellate practice, including one year of supervisory experience.

SUBSTITUTION: Satisfactory completion of 30 credits\* of related post-graduate education may be substituted on a year for year basis for up to two years of the general legal experience. No substitution is allowed for the four years of specialized experience.

\*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.