

## CHIEF DEPUTY COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Attorney, the incumbent of this class functions as the principal assistant to the County Attorney, performing a full range of complex legal activities in support of County government policies and procedures. This position is responsible for supervising the professional operations of the department with particular attention to litigation and self-insurance. In addition, this class acts for and on behalf of the County Attorney, in accordance with the provisions of the Westchester County Charter. Supervision is exercised over a large number of legal, professional and clerical staff. Work is performed in an automated systems environment. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Presents evidence at quasi-judicial or administrative hearings in highly complex cases involving difficult technical evidence; reviews proceedings of this nature for the purpose of preparing briefs;

Advises the County Board of Legislators and all County Officers on the legal aspects of all major policies of the County and assists the legal staff of the Department of Law in advising on more routine matters;

Advises subordinate attorneys in the preparation of cases for trial and personally tries the more difficult cases, particularly those involving litigation and self insurance;

Attends sessions of the New York State Legislature as directed, and confers with State Officials to secure legislation favorable to the interests of the County or to avert unfavorable legislative action in accordance with directions from the County Attorney;

Confers with opposing counsel in the solution of complex legal questions;

Supervises the research work of subordinate attorneys and provides technical legal guidance;

Supervises the preparation, publication and distribution of County government laws, rules and regulations;

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

Supervises the legal aspects of the County's self-insurance program;

Assists in the formulation of departmental policy;

Acts as department head in the absence of the County Attorney, or as delegated;

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, policies, quasi-judicial determinations, administrative rulings, etc. governing the programs of the County government; thorough knowledge of the techniques employed in preparing legal memoranda, conducting legal research and analyzing legal problems and drafting legislation; thorough knowledge of the functions of County government; good knowledge of trial techniques; good knowledge of the processes of the New York State Legislature; ability to analyze legal issues and identify significant cases, opinions and facts; ability to convince others of the legality of specific action or point of view both verbally and in writing; 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; 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 ten years of experience as an attorney, six 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.

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J. C.: Exempt†  
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Job Class Code: E0366  
Job Group: XIX