

COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive, the incumbent of this class oversees management and operations of the Department of Law of Westchester County. This position acts as advisor to the County Executive and serves as legal counsel to all County Officers, boards, departments and agencies. Responsibilities include: prosecuting and defending the County in civil legal actions and administrative proceedings, preparing and reviewing legal documents, drafting and reviewing legislation and legal opinions, negotiating and drafting County contracts, leases and other legal documents and advising County officials on legal matters pertaining to operations, policies and other aspects of County business. Supervision is exercised over professional and clerical employees. Work is performed in an automated systems environment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Formulates and reviews policies of the Department of Law and insures implementation by appropriate staff, providing professional guidance on legal strategies, case assignments, and pursuit of appeals;

Advises the County Executive, County Board of Legislators and County Officers on legal aspects of major issues and policies of Westchester County, both personally and through the Law Department staff attorneys;

Consults with County Officers and other County officials on the legal consequences of their acts and policies, and advises of their authority under Federal, State and local law;

Prosecutes and defends civil legal actions and proceedings brought by or against the County, including the Board of Legislators, and other County officials or employees acting within the scope of their employment, or assigns staff to handle litigation and appeals;

Participates in meetings and conferences as representative of the County and represents County interests, when appropriate;

Oversees the review and analysis of federal and state legislation to assess its impact on Westchester County and confers with officials to secure legislation favorable to the interests of the County or to avert unfavorable legislative action;

Negotiates, and reviews legal documents making amendments where necessary, to protect the interests of the County;

Advises legal staff and reviews proposed resolutions, acts and local legislation, and related documents, to assure compliance with the law and to protect best interests of the County;

Keeps abreast of developments in the field of civil law, with an emphasis on municipal law;

Directs the preparation of the annual budget of the department;

EXAMPLES OF WORK: (Cont'd)

Confers with opposing counsel in complex legal issues;

Forecasts department staffing needs and requirements and initiates action to fulfill these goals.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of federal, state and municipal laws, particularly litigation, municipal and contract laws governing the State of New York; thorough knowledge of the functions and programs of County government; ability to prepare for court proceedings and to conduct comprehensive court actions on behalf of the County; skill in establishing and maintaining effective professional relationships; strong interpersonal and managerial skills; ability to analyze legal issues and identify significant cases that may affect County government; ability to manage and direct the work of a legal staff; sound professional judgment; initiative; resourcefulness; dependability; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Law Degree* and a minimum of ten years experience in the practice of law.

SPECIAL REQUIREMENT: Admission to the Bar of the State of New York at least ten years prior to appointment as County Attorney.

*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.