

## DEPUTY COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the County Attorney the incumbent carries out complex legal or administrative assignments in support of County government and departmental policies and procedures. Providing legal advice and representation to County government officials and top level administrators to insure that interests of the County are represented and to ensure compliance with the law are primary responsibilities of the position. As determined by the County Attorney, incumbents of this class are assigned to and may be in charge of a division within the department (Litigation, Appeals, Opinions and Legislation, Real Estate and Contracts, or Family Court). This position differs from that of an Associate County Attorney in that the Deputy County Attorney manages groups of attorneys, handles high profile and more complex cases, as well as participates in the management and operations of the office including development of office policies and hiring of new personnel. General supervision is exercised over subordinate legal and clerical support staff. Work is performed in an automated systems environment. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Administers division and directs assignment of workload;

Carries out complex and sensitive legal assignments that are potentially precedent-setting involving the County;

Prepares and supervises the preparation of legislation proposed by the County government or complex legal instruments (i.e., leases for office space, contracts for goods and services, deeds, mortgages, concession agreements, etc.);

Reviews and assigns matters referred to a division including all incoming legal papers, pleadings, motions, briefs, correspondence, etc.;

Supervises the work of attorneys within the division to ensure that the legal work product meets professional standards;

Assists in the planning and implementation of training for attorneys and paralegal staff on pertinent areas of the law, newly enacted legislation, recently decided cases, litigation skills and/or departmental procedures in order to provide a more uniform approach for the department on routine matters and to develop skills and knowledge of subordinates;

Confers and provides assistance and advice to Department Heads and other high-ranking County officials;

Appears before legislative committees regarding pending legislation;

Assists in conducting training for county government personnel on legal issues;

Confers with opposition attorneys and serves as liaison between these attorneys and County government officials;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Participates in the planning direction and coordination of the preparation of briefs and motions in the Appellate Division and Court of Appeals;

Assists in the formulation of Departmental Policy;

Prepares and may present cases in original or appellate courts.

Acts as head of the Division in the absence of the Assistant Chief Deputy County Attorney or Chief Deputy County Attorney;

Within Assigned Division:

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

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

Ensures the caseload is appropriately distributed among the professional staff;

Directs the handling of complaints and information;

Participates in the preparation and control of the department's budget;

Forecasts departmental manpower needs and staff development requirements initiating appropriate programs to fulfill this objective;

Establishes collateral relationships to achieve staff development objectives;

Supervises the issuance and service of subpoenas for witnesses;

Lectures to and addresses social and civic groups and instructs at law schools and seminars as directed by the County Attorney.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the Federal and New York State laws governing civil practice, administrative law and supporting rules, regulations; good knowledge of the laws, regulations and policies, governing municipal agencies; good knowledge of the techniques of preparing legal memoranda, conducting legal research, analyzing legal problems and drafting legislation; good knowledge of trial techniques; good knowledge of the functions and programs of the County government; ability to analyze legal issues and identify significant 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; sound professional judgement; 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 seven years of experience as an attorney, four years of which must have been in the practice of municipal law. Additional related education may be substituted equally for the experience specified above.

\*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.