

FIRST DEPUTY COUNTY ATTORNEY

GENERAL STATEMENT OF DUTIES: Assists in directing the legal staff of the Department of Law; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an appointed position, under the general supervision of the County Attorney, which assists in supervising the professional and administrative operation of the department. In addition, this position may serve as directed as confidential/legal advisor to the County Executive, the County Board, and to each and every board, body, commissioner and public officer of the County of Westchester as is deemed necessary and/or appropriate by the County Attorney on his behalf. Full supervision is exercised over a substantial number of professional and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Assists in advising the County Board of Legislation and all County Officers on the legal aspects of all major policies of the County Government, and assists the legal staff of the Department of Law in advising on more routine matters;

As directed, consults with County Officers, Department Heads, and other County Officials on the legality of their acts and policies, and defines their duties under State Law;

Prosecutes and defends all major civil actions and proceedings brought by or against the County, the Board of Legislators, and other County Officials; and assists in supervising staff in handling other litigation;

Attends governmental conferences, within and without the State of New York as the representative of the County Attorney as required;

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;

Gives final approval of all operating policies of the County Attorney's Department in the absence of the County Attorney, or as delegated.

REQUIRED KNOWLEDGE, SKILLS ABILITIES AND ATTRIBUTES: Thorough knowledge of legal principles, procedures, and terminology; thorough knowledge of laws and legal problems governing County government administration; good knowledge of specialized legal problems and procedures involved in the operation of specific County Departments regarding legislation and procedures; ability to bring court proceedings and to conduct comprehensive court actions on behalf of the County; ability to get along well with others; sound professional judgment; initiative and resourcefulness; industry and dependability; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation in law from an institution of recognized standing*; and at least eight years experience in the practice of County law.

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

*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.