

LEGAL SPECIALIST - CONSTRUCTION LAW

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the County Attorney and Deputy County Attorneys, an incumbent gives legal counsel to County officials; performs and engages in legal work of a difficult and complicated nature pertaining to construction law and is responsible for highly specialized professional work in the handling of legal problems arising in the operation of the County government. An incumbent represents the County in the superior courts of the State, in Federal Court and acts as trial counsel in hearings involving technical problems. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts as trial counsel in actions involving construction projects brought for or against the County, its officers and employees in the State and Federal courts;

Represents the County as trial counsel in hearings of administrative boards or bodies, both State and Federal;

Prepares documents and represents the County in all proceedings, in matters relating to construction projects brought in the Supreme Court or the Appellant Division to review the determination of an administrative board of body;

Conducts extensive legal research on highly complex construction matters in connection with trials and appeals and in the preparation of briefs and memoranda of law;

Gives advice and renders legal opinions to elected County officials, department heads, boards, commissions and agencies of the County of Westchester;

Attends conferences with County officials and department heads when requested or directed by the County Attorney, and renders legal opinions on matters discussed at such conferences;

Prepares for conferences, when subject is known in advance, by performing dependent legal research on the subject.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the General Municipal Law; thorough knowledge of the County Law and the Charter and Administrative Code of Westchester County; ability to present arguments of law clearly and logically both orally and in writing; ability to organize material of a complex nature; ability to get along well with others; ability to comprehend and carry out complex oral and written instructions; tact; good judgment; ethical conduct in the practice of law; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from law school* and either six years of progressively responsible experience in the general practice of law, involving complex civil litigation, or five years of progressively responsible experience in the practice of law relating specifically to construction projects.

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.

West. Co.
J.C.: Exempt†
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Job Class Code: E0601
Job Group: XVII