

SENIOR ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the County Attorney and Deputy County Attorneys, incumbents of this class are responsible for highly specialized professional work in handling legal problems arising in the operation of the County government; act as trial counsel in the superior courts of the State; conduct appeals in the State and Federal appellate courts, and act as trial counsel in hearings involving technical problems. Although the County Attorney and the Deputy County Attorneys are available for direction, consultation, and advice, latitude is given for the exercise of independent judgment in assigned matters. Supervision may be exercised over a number of Assistant County Attorneys. Work is performed in an automated systems environment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts as trial counsel in actions 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;

Investigates, prepares for, and conducts hearings in disciplinary proceedings brought against County employees pursuant to the Civil Service Law;

Represents the County in Federal and State Appellate Courts through the use of Appeals, briefs, motions and oral argument to protect the interests and liability of the County;

Prepares documents and represents the County in all proceedings brought in the Supreme Court or the Appellate Division to review the determination of an administrative board or body;

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

Acts independently, or in conjunction with others, as legislative adviser and maintains liaison with County officials and State legislators; reviews pending legislation and drafts legislation;

Advises renders legal opinions to elected County Officials, Department Heads, boards, commissions and agencies of the County of Westchester;

Negotiates for, and prepares agreements in connection with real property;

Advises, provides assistance and guidance to Assistant County Attorneys;

Confers with officials of the cities, towns and villages in Westchester County with respect to matters which affect both the County and such municipalities;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

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; conducts independent legal research in advance of such conferences when subject is previously known;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the General Municipal Law; extensive knowledge of the County Law and the Charter and Administrative Code of Westchester County; ability to present clearly and logically arguments of law both orally and in writing; ability to organize material; ability to establish and maintain effective professional relationships; ability to comprehend and carry out complex oral and written instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; tact; sound judgment; ethical conduct in the practice of law; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a school of law with an LL.B.* or J.D.* degree, and either six years of progressively responsible experience in the general practice of law or five years of progressively responsible experience 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 Department of Education as a post-secondary, degree-granting institution.

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