

SENIOR TRIAL ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the County Attorney and Chief Deputy County Attorney the incumbent is responsible for trying important cases and carries out complex legal or administrative assignments in support of County government and departmental policies and procedures. Provides legal advice, case training and teaching of trial practice. Supervises and delegates work to those attorneys who will assist him/her in current caseload. Incumbents of this class are assigned to the Litigation Bureau. General supervision is exercised over subordinate legal and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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

Reviews briefs, interviews witness and supervises the interviewing process;

Responsible for training and teaching of trial practices and legal technique that meet professional standards;

Plans and implements training/workshops 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 with opposing attorneys and serves as liaison between these attorneys and County government officials;

Prepares and may present cases in original or appellate courts.

Insures the workload is appropriately distributed among the professional staff; assisting in caseload;

Forecasts departmental manpower needs and staff development requirements in regard to litigation expertise, initiating appropriate programs to fulfill this objective;

Establishes collateral relationships to achieve staff development objectives;

Supervises the issuance and service of subpoenas for witnesses;

Assists in the formulation of departmental policy;

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

SUGGESTED 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.

REQUIRED TRAINING AND EXPERIENCE: Graduation from a school of law with an LL.B.* or J. D.* degree admitted to practice in state and federal court, and seven years of experience as an attorney, five years of which must have been in the practice of municipal law with substantial trial experience.

SUBSTITUTION: Satisfactory completion of 30 credits* of related post-graduate education may be substituted on a year for year basis for up to two years of general legal experience. No substitution is allowed for the five years of specialized experience.

*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.