

ASSISTANT CORPORATION COUNSEL

GENERAL STATEMENT OF DUTIES: Assists the Corporation Counsel, and independently performs legal work of a high degree of professional difficulty in drafting legal instruments, in preparing opinions, and in performing a wide variety of other legal tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Corporation Counsel, incumbents in this class involve the trial of cases in state and high courts and assisting the corporation counsel in the administrative activities of the department. This is a high level professional position requiring a thorough knowledge of the laws governing municipal agencies in the State of New York. Incumbents exercise a high degree of independent judgment in the performance of duties. However, the Corporation Counsel is usually consulted on major policy matters.

EXAMPLES OF WORK: (Illustrative Only)

Prepares drafts of local laws and ordinances;

Confers with department heads, contractors, and representatives of private law firms on complex legal problems;

Represents the city in the trial of cases in state and federal courts;

Performs all legal work involved in tax lien foreclosure proceedings;

Does the legal work involved in settling claims with contractors;

Performs a wide variety of legal work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of common law and or state and federal laws pertaining to municipal activities; thorough knowledge of civil court procedures and of the rules of evidence; some knowledge of the principles of public administration; a high degree of skill in preparation and drafting of legal instruments, legislative bills, ordinances, and resolutions; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; good command of language; initiative; tact and courtesy; good professional and administrative judgment; tact; ethical conduct in the practice of the law; physical condition commensurate with the duties of the position.

SUGGESTED ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from a recognized law school and three years of law practice.

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