

CORPORATION COUNSEL(Villages of Ossining, Port Chester, Cities of Peekskill, Rye)

GENERAL STATEMENT OF DUTIES: Renders legal counsel to elected officials, department heads, and represents the municipality in the courts in civil litigation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work of the class is of a highly professional level calling for the exercise of independent judgment. The Corporation Counsel is responsible for answering many problems arising in the civil law affecting the operation of municipality business and organization.

EXAMPLES OF WORK: (Illustrative Only)

Researches law and renders opinions to the Mayor, elected officials and departmental authorities;

Prepares pleadings, appeals, resolutions, notices, contracts, and other legal papers and documents;

Examines legal papers on or filed with Departments and elected officials;

Attends meetings of the local Board or Council and advises officials on legal problems;

Appears in court to represent the municipality whenever necessary;

Institutes legal actions for the Municipality such as tax foreclosures, condemnations, etc.;

Answers questions of the public in such matters as applications for zone changes, variances and special permits; and enforces conformance with legal requirements relating to performance of contracts, subdivisions, etc.;

Attends municipal conferences and keeps abreast of changes in the law through study of professional journals and attendance at seminars and meetings of professional associations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the law as it pertains to municipalities in the State of New York; ability to deal with laws and legal problems affecting local government administration and the legal problems and procedures involved in the operation of municipal department; ability to bring court proceedings and to conduct comprehensive court actions in behalf of the municipality; ability to express clearly, by the written or spoken word, arguments of the law; sound professional judgment; initiative and resourcefulness; dependability; physical condition commensurate with the duties of the position.

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ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized law school and five years responsible experience in the practice of the law, preferably the civil law, at least three years of which shall have been in the State of New York.

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

Villages of Ossining & Port Chester,
Cities of Rye & Peekskill
J. C.: Exempt
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Job Class Code: 0034