

DEPUTY TOWN ATTORNEY

GENERAL STATEMENT OF DUTIES: Assists the Town Attorney in rendering legal counsel to the Supervisor, Town Board and other Town officials; represents the Town in the courts in civil litigation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Town Attorney, the incumbent carries out complex legal assignments in support of the Town government and its departmental policies and procedures. 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 high degree of independent judgment in the performance of duties. However, the Town Attorney is usually consulted on major policy matters.

EXAMPLES OF WORK: (Illustrative Only)

Investigates the law and gives written or oral legal opinions to the Town Board, Town departments or the Town Attorney;

Acts for and on behalf of the Town Attorney in his/her absence;

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

Examines legal papers on or filed with Town departments and officials;

Attend meetings of the Town Board and advises the Board on legal problems in the absence of the Town Attorney;

Appears in court to represent the Town whenever it is necessary to do so;

Answers correspondence and prepares necessary reports.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the law as it pertains to towns in the State of New York; good knowledge of the techniques of preparing legal memoranda, conducting legal research and analyzing legal problems; good knowledge of trial techniques; ability to express oneself clearly both orally and in writing; ability to organize material; good interpersonal skills; honesty; integrity; sound professional judgment; tact; ethical conduct in the practice of the law; physical condition commensurate with the demands of the position.

SUGGESTED ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized law school and one (1) year of law practice.

SPECIAL REQUIREMENT: Possession of a license to practice law in the State of New York at time of appointment.

Towns
J. C.: Exempt
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Job Class Code: 0031