

TOWN ATTORNEY

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

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible professional position, requiring thorough knowledge of the laws pertaining to municipal agencies in the State of New York. The incumbent oversees the management and operation of the Office of the Town Attorney and serves as legal advisor and counsel to the Supervisor, Town Board and town departments.. The Town Attorney is responsible for answering many questions in the civil law affecting the operation of Town business and organization. Supervision may be exercised over professional and/or clerical support positions.

EXAMPLES OF WORK: (Illustrative Only)

Investigates and researches the law and renders opinions to the Town Board, Town Supervisor and other departmental authorities;

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

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

Attends Town Board meetings and advises the Board on legal problems;

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/issues; ability to prepare for court proceedings; ability to express oneself clearly, both orally and in writing; ability to clearly express arguments of the law; ability to organize material; ability to get along well with others; honesty; good elocution; courtesy; tact; ethical conduct in the practice of the law; sound professional judgment; physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized law school and three (3) years of experience in the practice of the law, preferably civil law.

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: 0030