

VILLAGE ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this class renders legal counsel to the Mayor and Board of Trustees, the Village Manager or the Village Administrator and represents the Village in civil litigation. The work of this class is of a highly professional level calling for the exercise of independent judgment. The Village Attorney is responsible for answering problems arising in the civil law that affect Village operations and organization. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Investigates the law and renders opinion to the Mayor and Board of Trustees, and Village Manager or Village Administrator, and other departmental authorities;

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

Examines legal papers served on or filed with Village departments and officials;

Attends meetings of the Board of Trustees, and advises the Board on legal problems;

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

Collects back taxes by correspondence, in person and, when necessary, by legal action;

Answers correspondence and makes necessary reports;

May supervise a Deputy Village Attorney or other subordinate staff;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the law as it pertains to villages in the State of New York; ability to express oneself clearly both orally and in writing; ability to clearly express arguments of the law; ability to organize materials; good address; ability to get along well with others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; honesty; courtesy; tact; ethical conduct in the practice of the law; physical condition commensurate with the duties of the position.

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

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