

ASSISTANT ATTORNEY, ROCKLAND COUNTY SOLID WASTE MANAGEMENT AUTHORITY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work of a complex nature which involves the responsibility for assisting the Attorney, Rockland County Solid Waste Management Authority (RCSWMA) in advising the Authority regarding its proceedings, representing the Authority in court cases and in the performance of other legal work. The work is performed under the general supervision of the Attorney and/or the Chairman of the Authority, with latitude for independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Attorney, RCSWMA by independently handling collections cases, various litigation matters, labor issues, etc;
Researches the law and renders opinions to the Authority;
Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents;
Examines legal papers served on or filed with the Authority;
Represents the Authority in court or at hearings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of common law and of state laws as they apply to regional solid waste authorities; good knowledge of civil court procedure and the rules of evidence; skill in preparing and drafting legal instruments; ability to analyze, appraise, and apply legal principles, facts and precedents to legal problems; good command of the English language.

MINIMUM QUALIFICATIONS: Possession of a license to practice law in the State of New York.

NOTE: Must provide a current certificate of good standing.

SPECIAL REQUIREMENT: License to practice law in the State of New York must be maintained throughout the course of employment in this title.