

ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work involving the responsibility for representing the County in court cases and in the performance of other legal work. General supervision is received from the County Attorney. Does related work as required.

TYPICAL WORK ACTIVITIES:

Researches the law and renders opinions to the County Legislature and departments heads as directed by the County Attorney;

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

Examines legal papers served on or filed with County departments;

Appears in Court or at hearings to represent the County.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practice of law; ability to express arguments of the law by written and spoken words; ability to deal effectively with people.

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