

## **ASSISTANT TOWN ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional legal work of a complex nature involving the responsibility for assisting the Town Attorney and Deputy Town Attorney in advising the town regarding its proceedings, representing the town in court cases and in the performance of other legal work. The work of an Assistant Town Attorney differs from that of a Deputy Town Attorney in that the latter acts for and in place of the Town Attorney while the former does not. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the Town Attorney and Deputies in a variety of legal work as directed;  
Researches the law and renders opinions to the town board and various town department heads;  
Prepares pleadings, appeals, resolutions, notices, criminal information, contracts and other legal papers and documents;  
Examines legal papers served on or filed with the town;  
Represents the town 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 local governmental jurisdictions; good knowledge of civil court procedure and the ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; good command of language; good professional judgment.

**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.