

## **ASSISTANT VILLAGE ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional legal work of a complex nature involving responsibility for assisting the Village Attorney in advising the village regarding its proceedings, representing the village in court cases and in the performance of other legal work. General direction is received from the Mayor and the Village Board. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the Village Attorney in a variety of legal work;  
Researches the law and renders opinions to the Mayor, the Village Board and various village department heads;  
Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents;  
Examines legal papers served on or filed with the village;  
Represents the village 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 procedures and the rules of evidence; good command of the English language; good professional judgment; skill in preparing and drafting legal instruments; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems.

**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.