

## **CHIEF ASSISTANT COUNTY ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional legal work of a complex nature involving responsibility for representing the County Attorney in court cases and other legal proceedings, hearings, and appeals, some of a highly specialized and/or confidential nature. The work is distinguished from that of a Principal Assistant County Attorney in the complexity of the legal matters and in having some latitude for the exercise of independent judgment. All legal and supervisory work is performed under the general direction of the County Attorney and work guidance may be provided to attorneys and support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides guidance and participates in the representation of the County of Rockland in all legal matters of a civil nature including, but not limited to, court cases, hearings, and other civil matters;

Provides legal advice to department heads, as directed by the County Attorney;

Provides counsel to the Office of the County Executive on highly public and sensitive matters;

Completes specialized legal assignments, as directed by the County Attorney;

Evaluates and reviews cases and/or legal matters and recommends appropriate action to the County Attorney;

Maintains liaison with legislators and committees;

Attends public hearings, boards, and commission meetings, as assigned;

Assists in the formulation of policies and procedures within the Office of the County Attorney;

May conduct training for Law department staff and other County government personnel with respect to legal matters, newly enacted regulations, newly decided cases;

May guide, direct, and supervise the work of subordinate attorneys.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of common law and of County, State, and Federal laws; thorough knowledge of civil court procedure and rules of evidence; thorough knowledge of the general functions and administrative activities of County government; thorough knowledge of New York State constitutions and laws governing civil practice; ability to analyze legal issues and draft legal instruments; ability to analyze, appraise, and apply complex legal principles, facts, and precedents to legal problems and to present same effectively in court; ability to communicate effectively, including the use of legal terminology, both orally and in writing; ability to establish and maintain effective professional relationships with others; ability to provide work guidance to others.

**MINIMUM QUALIFICATIONS:** Possession of a license to practice law in the State of New York and other qualifications that may be determined by the appointing authority.

**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.