

COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work of a complex nature which involves the responsibility for advising the County Executive regarding legal matters, representing the County in civil court cases and performing a large variety of other legal work. The work is performed in accordance with various sections of County Law (particularly 500 and 501), the Rockland County Charter (Article XVE, Sections 16.01 and 16.02) and other applicable New York State laws. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as legal advisor to the County Executive;

Prepares and/or supervises the preparation of a large variety of legal documents required to carry on the work of County government;

Administers the functions of the Department of Law;

Conducts meetings with appropriate individual to discuss and resolve legal problems;

Supervises legal, professional and para-professional staff in Department of Law activities;

May render advice and service to town boards and town officers; when not in conflict with County duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of law, particularly as concerned with the organization and operations of County departments and agencies; ability to research and effectively present effective oral and written arguments in actions against the County of Rockland; ability to provide supervision of legal and other staff in the Department of Law; ability to understand and interpret complex written material, especially as related to law; ability to deal effectively with people.

MINIMUM QUALIFICATIONS: Qualifications determined by County Executive and the incumbent serves at the pleasure of the County Executive.

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.

R.C.D.P. (07.20.2015) 05.22.2019
Exempt