

DEPUTY VILLAGE ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible public officer position concerned, in the absence of the Village Attorney, with providing the professional legal work of the Village. At other times the work will involve assisting the Village Attorney in advising the village regarding its proceedings, representing the village in court cases and performing a variety of other legal work. General direction is received from the Village Board and Village Attorney and the duration of employment is at the pleasure of the Village Board. Supervision may be exercised over attorney and clerical personnel. 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, as needed;
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 village government; good knowledge of civil court procedure; skill in preparing and drafting legal instruments; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; good command of the English language; good professional judgment.

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

NOTE: Must provide a current certificate of good standing.

PUBLIC OFFICER: As a Public Officer, one must be at least 18 years of age, a citizen of the United States, a resident of the municipality in which employed and must not have been convicted of a violation of selective training and services acts of the United States.

SPECIAL REQUIREMENT: License to practice law in the State of New York must be maintained throughout the course of employment in this title.