

PRINCIPAL 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, and for day-to-day oversight of the processing of legal matters in the Department of Law. The work differs from that of a Senior Assistant County Attorney in the complexity of the work and in the responsibility for directly providing legal counsel to the Office of the County Executive on highly confidential and sensitive matters, including emergency situations. The specific duties will depend on the area of assignment. All work is performed under the general direction of the County Attorney or designee and supervision may be provided to attorneys and support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Represents the County of Rockland in all legal matters of a civil nature including, but not limited to, court cases, hearings, and other related legal proceedings;
Provides legal advice to the Office of the County Executive, other elected officials, Commissioners, department heads and employees on a variety of matters;
Evaluates and screens cases and/or legal issues in assigned area and recommends appropriate action to the County Attorney;
Provides day-to-day guidance to legal, paralegal and clerical staff, when assigned;
Coordinates legal strategy and office objectives related to specific areas (e.g. litigation, contracts, family court, etc.);
Makes appearances in state and federal court and attends public hearings, boards, commission meetings, meeting with County, public and elected officials;
Participates in meetings and conferences;
Advises and assists legal staff in the handling of their assigned cases;
Prepares case status and statistical reports, as required;
May conduct training for attorneys, paralegal staff and other County personnel on pertinent areas of law, newly enacted regulations, recently decided cases, etc.

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 procedures and rules of evidence; good knowledge of the general functions and administrative activities of county government; good knowledge of New York State Constitution and laws governing civil practice; ability to analyze legal issues and prepare and draft legal instruments in response; ability to supervise the work of others, including other attorneys; 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 cooperative professional relationships with others; ability to make sound professional judgment.

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.

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SPECIAL REQUIREMENTS:

1. License to practice law in the State of New York must be maintained throughout the course of employment in this title.
2. As a public officer one must meet all current requirements of Section 3 of the Public Officers Law, including, but not limited to United States citizenship and applicable residency requirements.