

## **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 and work guidance (e.g. lead work) may be provided to attorneys and support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Participates in the representation of the County of Rockland in court cases, hearings and other civil matters;

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

Evaluates and screens cases and/or legal issues in assigned area and recommends appropriate action to County Attorney;

Provides day-to-day guidance to legal, paralegal and clerical staff, when assigned;

Coordinates office objectives related to specific areas (e.g. litigation, contracts, family court);

Participates in meetings and conferences;

Advises and assists legal staff in the handling of their assigned cases;

Plans and implements training for attorneys, paralegal staff and other County personnel on pertinent areas of law, newly enacted regulations, recently decided cases, etc.;

Prepares case status and statistical reports, as required.

### **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; good knowledge of the general functions and administrative activities of county government; ability to prepare and draft legal instruments; 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 interact effectively with others including other law professionals and County employees; ability to communicate effectively, including the use of legal terminology, both orally and in writing; ability to make sound professional judgment.

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

**NOTE:** Must provide a current certificate of good standing.

**SPECIAL REQUIREMENT:** Must maintain license and registration to practice law in the State of New York throughout the course of employment in this title.