

SENIOR ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work involving responsibility for representing the County Attorney in court cases and other legal proceedings, hearings and appeals and for providing legal advice and assistance to County departments. This title is distinguished from that of Assistant County Attorney in the difficulty of assignments and the exercise of independent judgment. All 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 legal advice and assistance to County departments;
Prepares legal documents as required (e.g. pleadings, petitions, briefs, motion papers, memoranda of law, appellate papers, demands for discovery);
Represents the County of Rockland in court cases and other legal proceedings, Federal Court hearings and appeals;
Conducts research on complex legal matters in connection with trials and appeals and in the preparation of briefs and memoranda of law;
Evaluates cases and provides input regarding strategy to be used in legal proceedings;
Prepares contracts, resolutions, local laws;
Provides assistance and guidance to others as directed by the County Attorney.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the General Municipal Law; good knowledge of the County Law; good knowledge of civil court procedure and the rules of evidence; skill in preparing and drafting legal instruments; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; good command of language; good professional judgment; ability to present clear and logical arguments of law, both orally and in writing; ability to organize material; ability to establish and maintain effective relationships with others, including department heads, and public officials; ability to understand and carry out complex oral and written instructions.

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

R.C.D.P. (04.14.2015) 07.02.2019
Exempt