

TOWN ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible public officer position concerned with providing professional legal work of a complex nature which includes advising the town regarding its proceedings, representing the town in court cases, and performing a variety of other legal work. The term of office, whenever appointed, shall be concluded on the first day of January next succeeding the first biennial town election held after appointment. General direction is received from the Town Board. Supervision may be exercised over attorney and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Researches the law and renders opinions to the Town Board and its various department heads;

Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents;

Examines legal papers served on or filed with the town;

Represents the town in court or at hearings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of common law and of state laws as they apply to town 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 language; good professional judgment.

MINIMUM QUALIFICATIONS: Qualifications are determined by the appointing authority, the Town Board. However, as appointees must serve in a professional capacity by statute, such appointees must be licensed to practice law in the State of New York.

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 service acts of the United States.

NOTE: Must provide a current certificate of good standing.

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