

## **VILLAGE ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional legal work of a complex nature involving the responsibility for advising the village regarding its proceedings, representing a village in court cases and in the performance of other legal work. General direction is received from the Mayor and the Village Board. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Researches the law and renders opinions to the Mayor, the Village Board and various village department heads;

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 local governmental jurisdictions; 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 the English language; good professional judgment.

**MINIMUM QUALIFICATIONS:** Qualifications are determined by the appointing authority.

**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.