

ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Attorney, an incumbent in this class is responsible for representing Delaware County in all legal proceedings, including litigation and administrative hearings, and for preparing contracts, local laws, resolutions and legal opinions for the County Legislature and all departments of the county. The incumbent renders legal counsel for the Department of Social Services in accordance with agency policies and procedures, as well as New York State Laws, rules and regulations, the incumbent participates in and prepares and reviews legal documents and legal actions, drafts legal opinions, conducts litigation, and provides legal advice. Supervision may be exercised over the work of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only) Serves as legal counsel for the County Legislature and department heads; Prepares local laws and ordinances, resolutions and motions as requested; May attend all meetings, hearings and trials of matters of concern to the County, Social Services and the Office of the County Attorney; Designs a plan for case presentation for matters requiring litigation; Appears in court and follows through on all cases as necessary; May research matters of concern to the County Board of Supervisors and other officials of the County and renders a legal opinion at their request; Reviews and prepares contracts and other legal instruments as necessary; Acts as legal advisor for the Department of Social Services; May perform incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of County Law and rules; Good knowledge of laws pertaining to contracts, petitions, other legal instruments, and other aspects of general legal work; Good knowledge of the proceedings of criminal court, family court, administrative tribunals, commissioners hearings, PERB hearings and other legal proceedings; Good knowledge of parliamentary procedure and the rules of proceedings of the County Board of Supervisors; Good knowledge of the State Social Service law, rules and regulations; Good knowledge of the principles and practices of common law and of county, state and federal laws especially as they apply to social welfare; Ability to communicate clearly and concisely both orally and in writing; Ability to reason quickly and accurately in stressful situations; Ability to understand and interpret laws, rules and regulations in order to render an accurate legal opinion; Ability to establish and maintain good interpersonal working relations; Ability to efficiently gather information through research, interview and investigation; Ability to establish and maintain effective working relationships; Ability to communicate clearly and effectively both orally and in writing to groups and individuals; Integrity; Good professional judgment; Efficiency; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Duly admitted to the practice of law in the State of New York at least five (5) years prior to appointment preferred.

3/1/17

Jurisdictional Classification: Exempt