

COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is high level professional work requiring extensive exercise of independent judgment. Appointed by the County Executive, the County Attorney is responsible for answering many legal problems affecting the operation of County business and organization, as well as representing the County in the courts. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as the legal adviser for the County, its administrative units and its officers;
Prosecutes and/or defends all civil matters or proceedings involving the County and its administrative units and its officers;
Researches the law and renders opinions to the County Executive, County Legislature and departmental authorities as requested;
Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents;
Examines legal papers served on or filed with County departments and officials;
Executes all tax foreclosure proceedings required in the name of the County;
Makes reports and answers correspondence;
Prepares local laws, ordinances, resolutions, legalizing acts and other legislation upon request of the County Executive or members of the County Legislature, together with notices of other documents in connection therewith;
Exercises all the powers and performs all the duties conferred or imposed by law on a County Attorney, and performs such other and related non-conflicting duties required by the County Executive or the County Legislature;
Appears in court or at hearings to represent the County;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of Federal and New York State constitutions and laws governing civil practice, administrative law and supporting rules, regulations, policies, administrative rulings, etc. governing the programs of County government; thorough knowledge of the techniques employed in preparing legal memoranda, conducting legal research and analyzing legal problems; thorough knowledge of the functions of County government; good knowledge of trial techniques; good

knowledge of the processes of the New York State Legislature; ability to analyze legal issues and identify significant cases, opinions and facts; ability to persuade and convince others of the legality of specific action or point of view both verbally and in writing; ability to establish and maintain effective professional relationships; ability to plan and supervise the work of a legal staff; sound professional judgment; initiative; resourcefulness; integrity.

MINIMUM QUALIFICATIONS:

Possession of a license and current registration to practice law in the State of New York, preferably with several years of civil law experience.

SPECIAL REQUIREMENTS:

Must be a resident of Putnam County at time of appointment.