

DEPUTY COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work of a complex nature involving the responsibility for representing the County in court cases and in the performance of other legal work. General supervision is received from the County Attorney. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only).

Researches the law and renders opinions to the County Executive, County Legislature and departmental authorities as directed by the County Attorney;
Prepares a variety of legal documents required to carry on the work of County government;
Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents;
Examines legal papers served on or filed with County departments and officials;
Makes reports and answers correspondence;
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: Good knowledge of the principles and practices of law, particularly as concerned with the organization and operation of County departments and agencies; ability to act for and in place of the County Attorney; ability to express arguments of the law by written and spoken words; ability to organize material; ability to deal effectively with people; ethical conduct in the practice of the law; sound professional judgment.

MINIMUM QUALIFICATIONS:

Graduation from a school of law with an LL.B. or J.D. degree.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT:

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

INTERN NOTE: A candidate lacking possession of a license and current registration to practice law in New York State may be appointed as an INTERN, with the requirement that such license and registration must be obtained within one (1) year of appointment. Such candidate must meet the education requirement as stated above at the time of appointment. A Deputy County Attorney INTERN may perform any and all typical Deputy County Attorney duties excepting any duties which require licensure, such as representing the County at hearings or in court.