

DEPUTY TOWN ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work of a complex nature involving a responsibility for assisting and/or acting in place of the Town Attorney in advising the Town regarding its proceedings, representing a Town in court cases and in the performance of other legal work. General direction is received from the Town Attorney. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Assists the Town Attorney in a variety of legal work;
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;
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.

MINIMUM QUALIFICATIONS:

Qualifications determined by appointing authority.