

## FIRST DEPUTY COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this class functions as the principal assistant to the County Attorney, performing a full range of complex legal activities in support of County government policies and procedures. Responsibilities include supervising the professional operations of the department with particular attention to litigation. In addition, this incumbent acts for and on behalf of the County Attorney in his/her absence. Work is performed under general direction of the County Attorney. Supervision is exercised over professional and clerical staff. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as department head in the absence of the County Attorney, or as delegated;

Researches the law and renders opinions to the County Executive, County Legislature and departmental authorities as directed;

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;

Supervises the work of subordinate attorneys and provides technical legal guidance;

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 KNOWLEDGE, 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 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.