

TOWN ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work of a complex nature involving the responsibility for performing legal and trial work for a Town. The Town Attorney advises the Town regarding its proceedings, represents the Town in court cases, produces legal documents as needed, and performs other legal work. General direction is received from the Town Board. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
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.