

SENIOR DEPUTY COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is highly specialized professional work with responsibility for handling legal problems arising in the operation of the County government. Work is performed under general supervision of the County Attorney and the First Deputy County Attorney, who are available for direction, consultation and advice, with latitude for the exercise of independent judgment in assigned matters. Supervision is exercised over a small number of Deputy County Attorneys. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Represents the county as counsel in Social Service Child Support hearings and other related matters;
Investigates, prepares for, and conducts hearings in disciplinary proceedings brought against County employees pursuant to the Civil Service Law;
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;
Researches the law and renders opinions to the County Executive, County Legislature and departmental authorities as directed by the County Attorney;
Advises and renders legal opinions to elected County Officials, Department Heads, etc. ;
May advise and provide assistance and guidance to Deputy County Attorneys;
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: Thorough knowledge of Federal and New York State Constitution and Laws; extensive knowledge of the County Law and the County Charter; ability to present clearly and logically arguments of law, both orally and in writing; ability to organize material; ability to establish and maintain effective professional relationships; ability to comprehend and carry out complex oral and written instructions; tact; sound professional judgment; ethical conduct in the practice of law.

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.