

CHIEF ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This professional position involves representing the County in various court proceedings, advising the executive and legislative branches in law-making matters, and drafting of legislation, and contracts under the general direction of the County Attorney. In the County Attorney's absence, the Chief Assistant assumes total responsibility of the law department including supervisory duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares local laws and ordinances, legislative resolutions and motions as requested by the County Legislature;
Attends all meetings, hearings and trials of matters of concern to the County Legislature and the Office of the County Attorney as directed by County Attorney;
Designs a plan for case presentation for matters requiring litigation;
Appears in court and follows through on all cases assigned;
Researches all matters of concern to the County Legislature and other officials of the County and renders a legal opinion at their request;
Reviews and prepares contracts and other legal instruments as necessary;
Performs such additional and related duties of the Office of the County Attorney as required by law and the County Attorney.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of County Law and rules;
Thorough knowledge of laws pertaining to contracts, petitions, other legal instruments, and other aspects of general legal work;
Thorough knowledge of the proceedings of criminal court, family court, administrative tribunals, commissioners hearings, PERB hearings and others legal proceedings;
Thorough knowledge of parliamentary procedure and the rules of proceeding of the County Legislature;
Ability to communicate effectively both orally and in writing;
Ability to reason quickly and accurately in stressful situations;
Ability to understand and interpret laws, rules and regulations in order to render an accurate legal opinion;
Ability to establish and maintain good interpersonal working relations;
Ability to efficiently gather information through research, interview and investigation;

Ability to establish priorities, procedures and policies necessary to the efficient functioning of the Office of the County Attorney;

Integrity;

Excellent judgement;

Fairness;

Efficiency;

Physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS: Admission to the Bar in the State of New York and five years of experience practicing Law.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.