

TOWN ATTORNEY

Code No. 6-20-010
EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional position involving responsibility for representing the town in the courts in civil litigation and the preparation of various legal documents. This employee renders legal advice to the Town Board and conducts legal activities in accordance with town policies. Direct supervision may be exercised over clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Acts as legal advisor to the Supervisor, Town Board and Heads of Departments;

Prepares or supervises the preparation of written orders, resolutions, decisions, legal notices, proposed ordinances and local laws, and all bonds, notes or evidences of indebtedness;

Prosecutes all legal proceedings on behalf of the Town Board as well as violations of any ordinances or local laws;

Defends the town in all legal proceedings brought against the Town and Town Board;

Defends town employees in civil legal proceedings;

Attends all Town Board meetings;

Supervises the recording of Notices of Claims, Summons and Summons and Complaints;

Prepares a quarterly report for the Town Board summarizing legal proceedings brought by or against the Town;

Makes recommendations on the use of outside legal consultants and coordinates the work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of civil law as it pertains to a town in New York State; thorough knowledge of courtroom procedures and rules of evidence; thorough knowledge of town ordinances; good knowledge of town functions, operations and services; ability to communicate effectively both orally and in writing; ability to analyze and apply legal principles, facts and precedents; ability to conduct legal research; ability to organize and present information; ability to prepare legal documents; ability to provide legal counsel; tact; ethical conduct in the practice of the law; integrity; good judgment; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 11, 1986