

VILLAGE ATTORNEY

Code No: 6-22-001

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional position involving responsibility for representing the village in the courts in civil litigation and the preparation of various legal documents. This employee renders legal advice to the Village Board and conducts legal activities in accordance with village 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):

Prepares cases for trial or tries civil law suits involving the village;

Draws up legal documents;

Advises the Mayor and the Village Board as to legal rights, obligations, privileges, and advisability of prosecuting and defending lawsuits;

Gathers evidence to formulate defense or to initiate legal action;

Represents the village in court, and before quasi-judicial or administrative agencies of government;

Acts as trustee, agent, guardian, or executor;

Reviews pertinent decisions, statutes, policies, regulations, and other legal matters pertaining to the case;

Prepares legal laws and all necessary documentation pertaining to enactment of local laws;

Prepares contracts, specifications, and notices pertaining to the bidding process;

Advises the Board of Trustees and other village boards on legal matters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of civil law as it pertains to a village in New York State; thorough knowledge of courtroom procedures and rules of evidence; thorough knowledge of village ordinances; good knowledge of village 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