

DEPUTY TOWN ATTORNEY

Code No: 6-04-017
Exempt

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in a Town responsible for assisting the Town Attorney in representing the town in the courts in civil litigation and the preparation of legal documents. The employee reports directly to and works under the general supervision of the Town Attorney. Does related work as required.

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

Assists the Town Attorney in preparing the written orders, resolutions, decisions, legal notices, proposed ordinances and local laws, and all bonds, notes or evidences of indebtedness;

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

Renders legal advice to the Town Board;

Conducts legal activities in accordance with Town policies;

Assumes the duties of Town Attorney in his/her absence.

FULL PERFORMANCE KNOWLEDGE, 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; ability to establish and maintain effective professional relationships; good judgment; integrity; 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 3, 1998