

ASSISTANT TOWN ATTORNEY, PART TIME

Code No.: 6-01-011

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative legal position responsible for assisting the Town Attorney in rendering legal advice, representing the town in courts in civil litigation and legal documents. The work is of a highly professional level calling for the exercise of independent judgment and may involve confidential information. 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):

Investigates the law and renders opinions to the Town Board and departmental authorities;

Prepares pleadings, appeals, resolutions, notices, contracts, and other legal papers and documents;

Examines legal papers on or filed with town departments and officials;

Attends meetings of the Town Board and advises the board on legal problems;

Appears in court to represent the town;

Answers correspondence and completes reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the law as it pertains to towns in the state of New York; good knowledge of the procedures for preparing and filing legal documents; ability to communicate effectively both orally and in writing; ability to organize material; ability to conduct legal research activities; ability to get along well with others; honesty; courtesy; tact; ethical conduct in the practice of the law; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a law school accredited by the New York State Bar Association, plus three (3) years of paid full-time or its part-time equivalent experience in the practice of law.

SPECIAL REQUIREMENTS: Admission to the Bar to practice law in New York State.

Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

**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.

REVISED: July 23, 1987