

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: ASSISTANT COUNTY ATTORNEY **GRADE:** 24

TITLE ABBREVIATION: ASST CO ATTORNEY **TITLE NO.:** 6052

JURIS.CL: E **SALARY CODE:** 03 **EEO CODE:** PR **FLSA CODE:** PR

DEPARTMENT: LAW

NATURE OF THE WORK: This position involves responsibility for performing specialized professional legal activities in diversified fields of municipal law for the Department of Law. The work is performed in accordance with established policies and procedures and involves providing legal counsel to county officials. This position represents the county in matters and procedures before administrative and governmental bodies and in courts of law.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a multi-position class in the exempt jurisdictional classification of the classified service. Although the County Attorney or a higher ranking Assistant County Attorney is available for supervision, consultation and advice, some latitude is given for the exercise of independent judgment in assigned matters. Supervision may be exercised over clerical personnel.

TYPICAL DUTIES AND TASKS:

Renders legal opinions and provides legal advice to elected officials, department heads, and commissions;

Prepares pleadings, motion papers, trial briefs, memoranda, drafts and other legal documents such as contracts, leases, legislative resolutions, acts and local laws;

Does legal research on subjects pertaining to court actions and county problems;

Participates in closing of titles to real property acquired or sold by the county;

May, as assigned, examine and advise on civil papers and process received by the Sheriff of Orange County;

May, as assigned, render legal opinions to the Sheriff and his deputies with reference to the functions of the office;

May, as assigned, advise the Commissioner of Finance with relation to court and trust funds, garnishee executions and other orders requiring the payment of county funds;

May, as assigned, give legal advice to the Commissioner of Social Services concerning public assistance matters, check theft, fraud, real property acquisitions, paternity actions, preparation of liens, family and support proceedings;

May, as assigned, give legal opinions to the County Clerk and the Commissioner of Jurors with reference to the functions of their office;

May, as assigned, represent the county in family court and other lower state courts;

May provide legal counsel and perform legal work for assigned county departments and agencies.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of General Municipal Law; working knowledge of federal, state and local statutes; working knowledge of County Law, Orange County Charter and Administrative Code; working knowledge of Family Court Act; working knowledge of Social Service law; ability to present arguments of law and related material clearly and logically both orally and in writing; ability to organize material; ability to comprehend and carry out complex oral and written instructions; tact; good judgment; ethical conduct in the practice of law; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Licensed and entitled to practice law in the State of New York or licensed and entitled to practice law in any other state or territory of the United States, and eligible for admission by reciprocity to the New York State Bar, and any combination of training and experience acceptable to the County Attorney.

Suggested Standards: Three (3) years of experience in the practice of municipal law or four (4) years of experience in the general practice of law.

02/15/06