

DEPARTMENT: COUNTY ATTORNEY **FLSA Status:** Exempt/ Professional 1/4/2010
CLASSIFICATION: NON-COMPETITIVE
APPROVED: APRIL 11, 2022

ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Works under general supervision of the County Attorney, who reviews work for conformance with law and with the policies of the Niagara County Legislature. The incumbent provides legal advice to the Niagara County Legislature and other county officials and prosecutes and defends civil actions and proceedings for the County. Exercises working supervision over the office clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the County Attorney in conducting litigation on behalf of Niagara County and its officers and departments, conducts general litigation as trial lawyer, including appeals, when assigned by the County Attorney;
2. Performs legal research and prepares pleadings, motions, trial briefs, memoranda and other legal documents;
3. Represents Niagara County in Surrogate's matters and in proceedings under the Uniform Support of Dependents Law;
4. Represents the Social Services Department in court proceedings and handles collections for the Social Services Department;
5. Provides legal counsel to and writes legal opinions for the County Legislature, department heads and other county officers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of constitutional law, municipal law, and New York Civil Practice Law and Rule; working knowledge of County Law and the County Administrative Code; ability to organize material; ability to get along well with others; ability to comprehend and carry out complex oral and written instructions; good address; tact; sound professional judgment; ethical conduct in the practice of law; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Registration as an Attorney in New York State at time of appointment and for the duration of employment.

SPECIAL REQUIREMENT:

Must be a resident of Niagara County at time of appointment and for the duration of employment.