

**DEPARTMENT:** COUNTY ATTORNEY  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** APRIL 1, 2022

**FLSA Status:** Exempt/Professional 1/4/2010

### **FIRST ASSISTANT COUNTY ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general direction is responsible for specialized professional work in the handling of legal problems, administrative hearings and trials arising in the operation of county departments, boards, commissions and officials. The incumbent provides legal counsel to elected officers and county department heads and represents the County in state and federal courts. Although the County Attorney is available for supervision, consultation and advice, some latitude is given for the exercise of independent judgment in assigned matters. Supervision is given to Assistant County Attorneys and office clerical staff in the absence of the County Attorney. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Renders legal opinions to and provides legal advice to elected and appointed officials, department heads and commissions;
2. Represents the County in applications, trials and appeals in State and Federal courts as directed;
3. Prepares pleadings, motion papers, briefs, memoranda and drafts other legal documents such as contracts, leases, legislative resolutions, acts and local laws;
4. Does legal research on subjects pertaining to court actions and county problems;
5. Participates in closing of titles to real property acquired or sold by the County;
6. Assists in the administration of the County Attorney's Department. and acts as County Attorney in his/her absence.

**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.