

REV. 7/81
EXEMPT
T&V
PT. & FT
RDS/dw

DEPUTY TOWN ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the town attorney in rendering legal counsel to the Supervisor and Town Board; represents the town in civil litigations. The work in this class is of a highly professional level calling for the exercise of independent judgment. The employee in this class is responsible for answering many questions on civil law affecting the operation of business and organization under the general direction of the town attorney. May have direct supervision over a small legal staff; does related work as required.

TYPICAL WORK ACTIVITIES:

Investigates the law and renders opinions to the supervisor and Town Board and other departmental authorities;
Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents;
Examines legal papers served 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 whenever it is necessary to do so;
Collects back taxes by correspondence, in person, and when necessary by legal action;
Answers correspondence and makes necessary reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the law as it pertains to towns in the State of New York; ability to express clearly by the written or spoken word, arguments of the law; ability to organize material; good address; ability to get along well with others; honesty; courtesy; tact; ethical conduct in the practice of the law; good physical condition.

SUGGESTED QUALIFICATIONS:

Three years of progressively responsible experience in the practice of the law, preferably the civil law, and graduation from recognized law school; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

SPECIAL REQUIREMENTS: License to practice law in the State of New York.