

CHIEF ASSISTANT TOWN ATTORNEY

Department: Town Attorney

Classification: Exempt

Specification Number: 1220

Approved: 12/2/2021

Revised: By JG

MINIMUM QUALIFICATIONS

This position is in the exempt jurisdictional class; therefore, there are no minimum qualifications.

NECESSARY SPECIAL REQUIREMENTS

Possession of a New York State license to practice law before the Bar of the State of New York.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class assists the Town Attorney in all legal business affecting the Town and in planning, directing and supervising the activities of a subordinate staff. The incumbent is expected to exercise considerable independent judgment and initiative in the performance of these duties. Work is reviewed by the Town Attorney through conferences and reports. Does related work as required.

TYPICAL WORK ACTIVITIES

- Provides legal advice to Town agencies and all committees established by the Town Board;**
- Prepares legal instruments and materials pertaining to litigation involving the Town;**
- Represents the Town and its departments in the prosecution or defense of lawsuits;**
- Assists in planning, organizing, directing and supervising staff activities;**
- Prepares the proposed annual budget for the Town Attorney's consideration.**

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of constitutional and municipal laws; working knowledge of the Town charter; ability to prepare legal instruments on behalf of the Town Board or heads of departments; ability to present clear, concise arguments pertaining to matters of litigation affecting the Town or its departments; ability to plan, organize and supervise the work of a subordinate staff in a manner conducive to full performance and high morale; ability to exercise independent judgment and initiative; physical condition commensurate with the demands of the position.