

DEPUTY TOWN ATTORNEY

Department: Town Attorney
Classification: Exempt
Specification Number: 1210
Approved: 12/2/2021
Revised: By JG

MINIMUM QUALIFICATIONS

This position is in the exempt 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

An employee in this class assists the Town Attorney in all legal business pertaining to a town, and in the supervision of a legal and clerical staff. The incumbent in performing duties of the position exercises a considerable amount of independent judgment and initiative. The Deputy acts for, and in place of, the Town Attorney. Supervision is received through periodic reports and conferences by the Town Attorney and Town Board. Does related work as required.

TYPICAL WORK ACTIVITIES

Advises town agencies and all regular and special committees established by the Town Board;
Reviews, reports and recommends to the Town Attorney, Town Supervisor and Town Board all county, state and federal legislation affecting the town;
Assists in the preparation of legal instruments and materials pertaining to litigation involving a town;
Assists the Town Attorney in condemnation actions, and negotiations of property purchase for a town;
Conducts research on subjects pertinent to town problems, pending legislation and court actions;
Attends Town Board meetings and public hearings on behalf of the Town Attorney;
Assists in the preparation of the annual budget proposal, and departmental fiscal policies, proposed ordinances and amendments to the charter.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the constitutional, municipal, town charter and local laws; ability to plan, organize and supervise the work of a legal and clerical staff in a manner conducive to full performance and high morale; ability to prepare legal instruments on behalf of the Town Board or other town officers; ability to present clear and concise arguments pertaining to matters of litigation affecting a town or its departments; ability to exercise independent judgment and initiative; ability to establish and maintain effective working relationships with town officials, employees and the general public; physical condition commensurate with the demands of the position.