

CHIEF ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work of a complex nature involving responsibility for representing the County Attorney in court cases and other legal proceedings, hearings and appeals, some of a highly specialized and/or confidential nature. The work is distinguished from that of a Principal Assistant County Attorney in the complexity of the legal matters and in having some latitude for the exercise of independent judgment. All legal and supervisory work is performed under the general direction of the County Attorney or designee and supervision may be provided to attorneys and support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Represents the County of Rockland in legal matters of a civil nature including, but not limited to, court cases, hearings, and other related legal proceedings;

Provides legal advice to the Office of the County Executive, other elected officials, Commissioners, department heads and employees on a variety of matters, including those that are highly public and sensitive in nature;

Completes specialized legal assignments, as directed by the County Attorney;

Evaluates and reviews cases and/or legal matters and recommends appropriate action to the County Attorney;

Guides, directs and supervises the work of subordinate attorneys as well as support staff to ensure the implementation of County Executive and County Attorney policies and operational goals;

Makes appearances in state and federal court and attends public hearings, boards, commission meetings, meetings with County, public, and elected officials;

Maintains liaison with legislators and committees;

Attends public hearings, boards, and commission meetings, as assigned;

Assists in the formulation of policies and procedures within the Office of the County Attorney;

Plans and conducts training for Law department staff and other County government personnel with respect to legal matters, newly enacted regulations, newly decided cases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of common law and of County, State, and Federal laws; thorough knowledge of New York State constitution and laws governing civil practice; thorough knowledge of civil court procedure and rules of evidence; thorough knowledge of the general functions and administrative activities of County government; ability to analyze legal issues and prepare and draft legal instruments in response; ability to supervise the work of others, including other attorneys; ability to analyze, appraise and apply complex legal principles, facts, and precedents to legal problems and to present same effectively in court; ability to communicate effectively, including the use of legal terminology, both orally and in writing; ability to establish and maintain cooperative professional relationships with others; ability to make sound professional judgment.

MINIMUM QUALIFICATIONS: Possession of a license to practice law in the State of New York and other qualifications that may be determined by the appointing authority.

NOTE: Must provide a current certificate of good standing.

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SPECIAL REQUIREMENTS:

1. License to practice law in the State of New York must be maintained throughout the course of employment in this title.
2. As a public officer one must meet all current requirements of Section 3 of the Public Officers Law, including, but not limited to United States citizenship and applicable residency requirements.

R.C.D.P. (05.22.2019) 05.06.2024
Exempt