

EXECUTIVE 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, including matters of a highly specialized and/or confidential nature. The work is distinguished from that of a Chief Assistant County Attorney in the complexity of the legal matters and in having significant latitude for the exercise of independent judgment and policy making responsibility. An individual in this title acts for and in place of the County Attorney, when necessary. All legal and supervisory work is performed under the general direction of the County Attorney and supervision is provided to attorneys and support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

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

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;

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 and manages the effective coordination of overall and specific County activities;

Works with the County Attorney to develop office policies and procedures and coordinates the implementation of such policies and procedures, programs, projects and initiatives on behalf of the County Attorney;

Provides recommendations to the County Attorney regarding issues of legal interest, the efficiency and cost effectiveness of government operations, organizational structure, etc.;

Completes specialized legal assignments of a complex and/or highly confidential nature, as directed by the County Attorney;

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

Maintains liaison with legislators and committees;

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

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

Acts as Deputy County Attorney with all duties and responsibilities inherent in the designation and undertakes duties of the County Attorney where such duties are delegated;

Reviews departmental budget, personnel and other requests and resolves departmental problems on behalf of the County Attorney;

May act for and in place of the County Attorney.

FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Rockland County, local government structures and current public issues affecting the County of Rockland; thorough knowledge of the principles and practices of common law and of County, State, and Federal laws; thorough knowledge of civil court procedure and rules of evidence; thorough knowledge of the general functions and administrative activities of County government; thorough knowledge of New York State Constitution and laws governing civil practice; ability to supervise the work of others; ability to act for and in place of the County Attorney;

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ability to analyze legal issues and draft legal instruments; 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 effective cooperative relationships with others.

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.

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.