

DEPARTMENT: COUNTY ATTORNEY OFFICE
CLASSIFICATION: EXEMPT
APPROVED: _____

FLSA Status: Exempt/Executive 1/4/2010

COUNTY ATTORNEY

GENERAL STATEMENT OF DUTIES: Directs legal staff and personally assists in giving legal advice to the Niagara County Board of Supervisors and other County Officials and in prosecuting and defending civil actions and proceedings for the County; does related work as required. Works under authority of appointment by the Niagara County Board of Supervisors. Exercises full supervision over a few legal and clerical assistants.

TYPICAL WORK ACTIVITIES:

1. Advises the Niagara County Board of Supervisors and all County Officers on the legal aspects of all major policies of the County Government and supervises legal staff in advising on more routine matters;
2. Consults with County Officers, Department Heads and other County officials on the legality of their acts and policies and defines their duties under State Law;
3. Prosecutes and defends all major civil actions and proceedings brought by or against Niagara County, the Board of Supervisors and other County Officials; and supervises staff in handling other litigation;
4. Attends governmental hearings and conferences, within and without the State of New York, as representative of the Niagara County Government;
5. Attends sessions of the New York State Legislature and confers with State Officials to secure legislation favorable to the interests of Niagara County or to avert unfavorable legislative action;
6. Gives final approval of all operating policies of the County Attorney's Department.

MINIMUM QUALIFICATIONS: Graduation from Law School, admissions to the Bar, and a minimum of seven years practical experience in civil law including considerable experience in trial work and the law relating to governmental jurisdiction; or an equivalent combination of experience and training.