

**DEPARTMENT:** COUNTY ATTORNEY  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** 1/26/76

**FLSA Status:** Exempt/Professional 1/4/2010

**FIRST ASSISTANT COUNTY ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision is responsible for specialized professional work in the handling of legal problems, administrative hearings and trials arising in the operation of County departments, boards, commissions and officials. Although the County Attorney is available for supervision, consultation and advice, some latitude is given for the exercise of independent judgment in assigned matters. Supervision is given to Assistant County Attorney's and office clerical staff in absence of County Attorney. Gives legal counsel to elected officers and heads of departments of the County and represents the County in the courts of New York State and Federal courts. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Renders legal opinions to and gives legal advice to elected and appointed officials, department heads and commissions;
2. Represents the County in applications, trials and appeals in State and Federal courts as directed;
3. Prepares pleadings, motion papers, briefs, memoranda and drafts other legal documents such as contracts, leases, legislative resolutions, acts and local laws;
4. Does legal research on subjects pertaining to court actions and County problems;
5. Participates in closing of titles to real property acquired or sold by the County.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of constitutional law, municipal law, C P L R and familiarity with the County Law and the Administrative Code of the County; ability to organize material; ability to get along well with others; ability to comprehend and carry out complex oral and written instructions; good address; tact; good judgment; ethical conduct in the practice of law.

**MINIMUM QUALIFICATIONS:** Admission to the Bar of the State of New York and a resident of Niagara County.

Section 1603 of the Niagara County Charter:

All such First Assistant and/or Assistant County Attorneys shall be duly admitted to the practice of law in the State of New York and be residents of the County of Niagara.