

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

FLSA Status: Exempt/ Professional 1/4/2010

ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Works under general supervision of the County Attorney, who reviews work for conformance with law and with the policies of the Niagara County Legislature. Exercises working supervision over the office clerical staff; acts as County Attorney in his absence. Gives legal advice to the Niagara County Legislature and other County officials; prosecutes and defends civil actions and proceedings for the County; does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the County Attorney in conducting litigation on behalf of Niagara County and its officers and departments, conducts general litigation as trial lawyer, including appeals, when assigned by the County Attorney.
2. Performs legal research and prepares pleadings, motions, trial briefs, memoranda and other legal documents.
3. Represents Niagara County in Surrogate's matters and in proceedings under the Uniform Support of Dependents Law.
4. Represents the Social Services Department in court proceedings and handles collections for the Social Services Department and the Special Health Services Office.
5. Gives legal counsel to and writes legal opinions for the County Legislature, department heads and other County officers.
6. Assists in the administration of the County Attorney's Department and acts as County Attorney in his absence.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION; Admission to the Bar of the State 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 residents of the County of Niagara.