

# **Assistant County Attorney - Duties Statement Tompkins County**

**Department:** County Attorney  
**Classification:** Exempt  
**Labor Grade:** Management Grade 88  
**Approved:** Bd. Res. 11/26/1984  
**Revised:** 5/91; 6/91; 2/93; 11/94; 11/01; 6/05; 4/13; 9/16  
**By:** HH, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

Admission to the Bar in New York State **AND** three years of experience as a practicing attorney.

## **SPECIAL REQUIREMENT:**

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County and must maintain residency in Tompkins County for the duration of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **DISTINGUISHING FEATURES OF THE CLASS:**

The Assistant County Attorney is responsible for representing Tompkins County in all legal proceedings, including both litigation and administrative hearings, and for preparing contracts, local laws, resolutions, real estate collections, family court and legal opinions for the Board of Representatives and all departments of the County. The Assistant County Attorney is accountable directly to the County Attorney. The work is performed in conjunction with and under the general supervision of the County Attorney. The incumbent will perform all other related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Represents the County in legal proceedings including litigation, administrative hearings and arbitration;
- Serves as legal counsel for the Board of Representatives and Department heads in the interest of the County;
- Writes and reviews contracts that departments of the County make with outside individuals, vendors or organizations;
- Advises the County Risk Manager and all departments on how to limit potential legal liabilities;
- Performs the legal work necessary to acquire and dispose of property;
- Prepares local laws and resolutions;
- Prepares paperwork for all assigned cases as necessary;
- Designs a plan for case presentation;
- Evaluates evidence obtained by police agencies and others;
- Interviews potential witnesses for Family Court proceedings;
- Researches legal issues that arise at trial, during case preparation or at the request of individuals;
- Researches precedents to assist recommendation of sentencing;
- Reviews arrest documents to determine whether a crime has been committed;
- Acts as the Presentment Agency in Family Court cases involving juveniles;
- May be involved in any concern of the County that requires collection and enforcement of legal judgments;
- May be assigned to handle specific aspects of the Office of the County Attorney such as Family Court proceedings or the legal work of specific departments;
- Appears in court and performs other functions of the County Attorney and his office at his discretion or in the event of his absence.
- Conducts Health Department hearings on code violations;
- Prepares real estate documents;
- Provides legal advice regarding estates.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of County Laws and Rules;

- Thorough knowledge of and experience in civil litigation;
- Thorough knowledge of the laws pertaining to property acquisition and management;
- Good knowledge of labor law;
- Good knowledge of laws pertaining to juvenile delinquency proceedings;
- Good knowledge of laws pertaining to solid waste and environmental issues;
- Good knowledge of laws pertaining to contracts, petitions and other aspects of general legal work;
- Good knowledge of the proceedings of criminal court, family court, administrative tribunals, commissioners hearings, PERB hearings and other legal proceedings;
- Good knowledge of parliamentary procedure;
- Good knowledge of New York State and local sanitary codes;
- Ability to communicate clearly and concisely both orally and in writing;
- Ability to reason quickly and accurately in stressful situations;
- Ability to establish and maintain effective working relations with others;
- Ability to efficiently gather facts through interview, research and investigation;
- Ability to effectively organize a crowded court calendar;
- Ability to establish priorities;
- Sensitivity to the special needs of juvenile offenders;
- Integrity, excellent judgment, and efficiency are required;
- The employee's physical condition shall be commensurate with the demands of the position.

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