

COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The County Attorney is responsible for representing Broome County in all legal proceedings, including litigation and administrative hearings, and for preparing contracts, local laws, resolutions and legal opinions for the County Legislature and all departments of the county. The County Attorney is accountable to the County Executive and serves at his/her pleasure. Supervision is exercised over the work of all other Attorneys and office staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Serves as legal counsel for the County Legislature and department heads;
Prepares local laws and ordinances, Legislature resolutions and motions as requested by the County Legislative;
Attends all meetings, hearings and trials of matters of concern to the County Legislature and the Office of the County Attorney;
Designs a plan for case presentation for matters requiring litigation;
Appears in court and follows through on all cases as necessary;
Researches all matters of concern to the County Legislature and other officials of the County and renders a legal opinion at their request;
Reviews and prepares contracts and other legal instruments as necessary;
Establishes priorities, policies and procedures for the Office of the County Attorney;
Performs such additional and related duties of the Office of the County Attorney as required by law and the County Legislature.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of County Law and rules;
Thorough knowledge of laws pertaining to contracts, petitions, other legal instruments, and other aspects of general legal work;
Thorough knowledge of the proceedings of criminal court, family court, administrative tribunals, commissioners hearings, PERB hearings and other legal proceedings;
Thorough knowledge of parliamentary procedure and the rules of proceedings of the County Legislature;
Ability to communicate clearly and concisely both orally and in writing;
Ability to reason quickly and accurately in stressful situations;
Ability to understand and interpret laws, rules and regulations in order to render an accurate legal opinion;
Ability to establish and maintain good interpersonal working

relations;
Ability to efficiently gather information through research,
interview and investigation;
Ability to establish priorities, procedures and policies necessary
to the efficient functioning of the Office of the County
Attorney;
Integrity;
Excellent judgment;
Fairness;
Efficiency;
Physical condition commensurate with the demands of the position.

***MINIMUM QUALIFICATIONS:** Duly admitted to the practice of law in
the State of New York.

*In accordance with Article XVII (A1701) of the Broome County
Administrative Code.

SPECIAL REQUIREMENT: Incumbents in this position are required by
the County Legislature to reside within the County of Broome at all
times during their employment in the title.

R292 2/3/97

Jurisdictional Classification: Exempt