

SENIOR ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This professional position gives legal advice to the Legislature and/or one or more County departments (i.e., Senior Assistants may work exclusively in the Social Service Department handling family court cases or in-house legal counsel). The incumbent represents the County in the courts. The Senior Assistant County Attorney is under the general direction of the County Attorney. When assigned to the Department of Social Services, position is under the general direction of the Deputy County Attorney. The position differs from Assistant County Attorney in that the incumbent requires more experience and expertise and the position is required to handle legal cases and issues that are among the most complicated. The incumbent may supervise law assistants and clerical personnel when needed. Does related work as required.

TYPICAL WORK ACTIVITIES:

Serves as legal counsel for the County Legislature and Department heads;
Writes and reviews contracts departments of the County make with outside individuals or organizations;
Designs a plan for case presentation;
Prepares paperwork for all assigned cases as necessary;
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;
May be involved in any concern of the County that requires 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 the office at his/her discretion or in the event of his absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of County Laws and Rules;
Good knowledge of laws pertaining to juvenile offenders;
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;
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 good 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;
Efficiency;
Physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS: Admission to the Bar in New York State and two to four years of experiencing practicing Law.

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.