

SENIOR ASSISTANT COUNTY ATTORNEY (CONTRACTS AND REAL ESTATE
BUREAU)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the County Attorney, Deputy County Attorneys and others, incumbents of this class are responsible to provide legal counsel to the County government on a wide range of substantive issues. Will play a key role in advising clients in the areas of procurement, contracts and business transactions. Responsibilities will include advising on procurement questions; drafting, reviewing, negotiating, finalizing and assisting with obtaining approval from various County boards for a full array of agreements which include: contractor and consultant agreements; real property transactions (including sales and purchases, lease agreements, lease amendments, use permits, licenses and easements); affordable housing transactions, drafting and reviewing interagency Memoranda of Understanding; advising on procurements and emergency procurements; researching legal issues, statutory and regulatory interpretation; answering legal inquiries; drafting legal opinions, as well as other duties as assigned. Although the County Attorney and others are available for direction, consultation, supervision and advice, latitude is given for the exercise of independent judgment in assigned matters. Supervision may be exercised over a number of Assistant County Attorneys. Work is performed in an automated systems environment. Do related work as required.

EXAMPLES OF WORK (Illustrative only)

Develop terms and conditions of contracts for all assigned projects;

Negotiate, draft, and/or review transactions, contracts, agreements, memorandums of understanding, legislation, opinions and various other legal documents;

Research legal issues related to constitutional law, municipal law, county law, or contractual matters;

Draft and review scope of services, requests for proposals, requests for qualifications and other procurement related documents;

Review federal and state legislative language and research its effect on the County;

Provide advice and counsel during transactional/contract development drafting and negotiations regarding potential or actual disputes, legal issues, and liability exposure;

Assist litigation counsel in contract or transactional claim development, defense or prosecution;

Assist with legal issues related to governance matters;

Maintain strict confidentiality and discretion in all aspects of client representation;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Provide well-reasoned, thorough legal opinions and guidance on legal matters affecting the County;

Ensure compliance with federal, state, county, and local codes, laws, rules, guidelines, and regulations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other tasks, as needed;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: General knowledge of municipal law, contracts law and New York State laws regarding bidding and procurement; ability to present clear and logical arguments of law both orally and in writing; ability to organize material; ability to establish and maintain effective professional relationships; ability to comprehend and carry out complex oral and written instructions; tact; sound judgment; ethical conduct in the practice of law; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; physical condition commensurate with the requirements of the position and exemplary teamwork and spirit of common purpose in the Law Department.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a school of law with an LL.B.* or J.D.* degree, and five years of progressively responsible experience in New York municipal procurement/contract law.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Admission to the Bar of the State of New York.

West. Co.
J.C.: Exempt
JTKK

Job Class Code: E1001
Job Group: XV