

ASSISTANT CORPORATION COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Corporation Counsel, incumbents in this class perform a wide variety of complex legal assignments in support of the municipal government and its departmental policies and procedures. An incumbent assists the Corporation Counsel in the legal activities of the department, including management of caseloads, representing the City in matters before the courts, conduct of depositions, drafting of motions and legal instruments, and preparation of opinions. An incumbent will provide litigation representation for the City, and provide legal advice to the Mayor, City Council, City Manager, and all Boards, Commissions, Departments, Offices and Agencies of the City. This is a high-level professional position requiring thorough knowledge of the laws governing municipal agencies in the State of New York. Incumbents are assigned work by the Corporation Counsel and exercise a high degree of independent judgment in the performance of duties. The incumbent acts generally for and on behalf of the Corporation Counsel in his/her absence. Supervision is not a function of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for and on behalf of the Corporation Counsel in his/her absence;

Attends meetings of the City's Boards, Commissions, and Council and provides legal advice in the absence of the Corporation Counsel;

Investigates the law and gives written or oral legal opinions to the Corporation Counsel, Mayor, City Council, City Manager, and all Boards, Commissions, Departments, Offices and Agencies of the City;

Prepares drafts of local laws and ordinances;

Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents;

Examines legal papers on or filed with municipal departments and officials;

Confers with department heads, contractors, and representatives of private law firms on complex legal problems;

Appears in court to represent the municipality whenever it is necessary to do so;

Performs all legal work involved in tax lien foreclosure proceedings and settling claims with contractors;

Works with the City's insurance carriers to determine liability and assist in defense actions;

Answers correspondence and prepares necessary reports;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of common law and or state and federal laws pertaining to municipal activities; thorough knowledge of the New York State municipal law; thorough knowledge of civil court procedures and of the rules of evidence; good knowledge of the principles of public administration; good knowledge of the techniques of preparing legal memoranda, conducting legal research and analyzing legal problems; a high degree of skill in preparation and drafting of legal instruments, legislative bills, ordinances, and resolutions; skill in establishing and maintaining effective professional relationships; ability to deal with laws and legal problems affecting local government administration and the legal problems and procedures involved in the operation of municipal department; ability to bring court proceedings and to conduct comprehensive court actions in behalf of the municipality; ability to express clearly, by the written or spoken word, arguments of the law; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; ability to organize material; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; honesty; integrity; initiative; courtesy; dependability; good professional and administrative judgment; tact; ethical conduct in the practice of the law; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Juris Doctor (JD) Law Degree*, admission to the bar of the State of New York, and three (3) years of work experience where the primary function was the practice of law in New York State.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

City of Peekskill
J.C.: Exempt
City of Rye
J.C.: Pending
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Job Class Code: 0040