

## ASSISTANT TO THE VILLAGE ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Village Attorney, the incumbent of this class is responsible for specialized professional work to assist the Village Attorney with the handling of legal matters and issues pertaining to the village. Work performed includes legal research, preparing drafts of opinions, and formulating advice and opinions for the Village Attorney based upon legal review, investigation and analysis. Incumbents must be able to establish and maintain a close, compatible and confidential working relationship with the Village Attorney. Supervision is not a responsibility of this position, but an incumbent must be able to work collaboratively with others. Does related work as required.

### EXAMPLES OF WORK (Illustrative Only):

Formulates legal opinions and positions for the Village Attorney based upon research, analysis or investigations, insuring conclusions have a sound legal basis and are compliant with law;

Assists the Village Attorney in preparation for hearings and administrative proceedings involving the Village;

Reviews summons and complaints served on the Village and investigates claims, preparing motion papers and legal memoranda;

Prepares for cases by researching questions of law, interpretations of statutes and previously issued opinions of courts and officials;

Prepares drafts of contracts, leases, resolutions and local laws for the Village Attorney;

May serve or file legal papers when directed;

May assist the Village Attorney during court hearings or appearances at administrative hearings, and may on rare occasions represent the Village in more straight forward matters;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of applicable federal, state and local laws, rules and regulations in the State of New York affecting Village operations; ability to present arguments clearly and articulately both orally and in writing; ability to organize material; ability to establish and maintain effective work relationships; ability to comprehend and carry out complex oral and written instructions; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability and skill in performing legal research; ability to communicate effectively both orally and in writing integrating legal arguments and positions; ability to establish and maintain effective working relationships; ethical conduct in the practice of law, initiative, tact,

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (Cont'd):

sound judgment, integrity, and physical condition commensurate with the duties and responsibilities of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized school of law with a Juris Doctorate degree\* and admission to the Bar of the State of New York.

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

Villages  
J. C.: Pending  
MPM  
1

Job Class Code: 1001