

DEPUTY CORPORATION COUNSEL
(Villages of Ossining, Port Chester)

GENERAL STATEMENT OF DUTIES: Assists the Corporation Counsel in rendering legal counsel to the Mayor, Village Board and other municipal officials; represents the municipality in the courts in civil litigation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Corporation Counsel, the incumbent carries out complex legal assignments in support of the municipal government and its departmental policies and procedures. This is a high level professional position requiring a thorough knowledge of the laws governing municipal agencies in the State of New York. Incumbents exercise a high degree of independent judgment in the performance of duties; however, the Corporation Counsel is usually consulted on major policy matters.

EXAMPLES OF WORK:

Investigates the law and gives written or oral legal opinions to the Village Board, municipal departments, boards, commissions or the corporation counsel;

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

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

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

Attends meetings of the Village Board and advises the board on legal problems in the absence of the Corporation Counsel;

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

Answers correspondence and prepares necessary reports.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the New York State municipal law; good knowledge of the techniques of preparing legal memoranda, conducting legal research and analyzing legal problems; good knowledge of trial techniques; ability to express oneself clearly both orally and in writing; ability to organize material; good interpersonal skills; honesty; integrity; sound professional judgment; tact; ethical conduct in the practice of the law; physical condition commensurate with the demands of the position.

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SUGGESTED ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized law school and one (1) year of law practice.

SPECIAL REQUIREMENT: Possession of a license to practice law in the State of New York at time of appointment.