

DEPUTY VILLAGE ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this class assists the Village Attorney in rendering legal counsel to the Mayor and Board of Trustees of the village and in representing the village in civil litigation. The incumbent reports to the Village Attorney in answering many problems arising in the civil law that affect village operations and organization. The incumbent provides legal advice and representation to Village officials to insure the interests of the Village are represented and to ensure compliance with the law. The work of this class is of a professional level calling for the exercise of independent judgment. May represent the Village in court regarding both civil and code enforcement matters. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in investigating the law and in rendering opinions to the Mayor and Board of Trustees and other departmental authorities;

Carries out complex and potentially sensitive legal assignments, researching the law and administrative rules and regulations in order to provide opinions or advice to Village officials;

Assists in preparing pleadings, appeals, resolutions, notices, contracts and other legal papers and documents;

Assists in examining legal papers served on or filed with village departments and officials;

Attends meetings of the Board of Trustees, and advises the Board on legal problems;

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

Confers with individuals and representative attorneys having business with the Village;

Collects back taxes by correspondence, in person, and when necessary by legal action;

Answers correspondence and drafts reports;

Acts for and on behalf of the Village Attorney in his/her absence;

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

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the law as it pertains to villages in the State of New York; ability to express clearly by the written or spoken word arguments of the law; ability to organize materials; good address; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; honesty; courtesy; tact; ethical conduct in the practice of the law; physical condition commensurate with the duties of the position.

SUGGESTED TRAINING AND EXPERIENCE: Possession of a J.D. (Juris Doctor) Degree* and two years of experience in the practice of law, preferably municipal 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: License to practice law in the State of New York at time of appointment.