



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: Chief Assistant County Attorney
Jurisdictional Class: Exempt (pending NYS approval)
Civil Division: Cayuga County
Adoption: CSM 11/8/17
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The work involves all the duties and responsibilities of an Assistant County Attorney and also involves the added responsibility of performing the duties of the County Attorney in his or her absence including supervision of staff. Regular conferences with County Attorney are required to keep abreast of developments and confidential matters otherwise known only to the County Attorney.

Represents the County in legal proceedings, litigation and various hearings. Work is performed in conjunction with and under the supervision of the County Attorney. The incumbent works with the County Attorney in all areas of legal representation for the County. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as legal counsel for the County Legislature and department heads in the interest of the County;

Writes and reviews contracts for departments of the County proposed with outside individuals or organizations;

Appears for the County Attorney in proceedings in Family Court, County Court and Supreme Court. May also appear or assist in State and Federal Court and Administrative proceedings;

Prepares paperwork for all assigned cases as necessary;

Interviews and prepares potential witnesses;

Researches legal issues that arise at trial, during case preparation or at the request of individuals;

Prepares subpoenas, motion papers and related documents;

May be involved in any concern of the County that requires legal judgments;

May be assigned to handle specific aspects of the Office of the County Attorney such as Family Court proceedings or the legal work of specific departments;

May assist or participate in County Employee related matters:

Appears in court and performs other functions at the discretion of or in the absence of the County Attorney and the office at his/her discretion or in the event of his/her absence;

Exercises the County Attorney's authority in his or her absence;

Supervises the County Attorney's support staff, which may include Assistant County Attorneys and interns

Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of County Law and rules;
Good knowledge of laws pertaining to contracts, petitions and other aspects of general legal work;
Good knowledge of the proceedings of criminal court, family court, administrative tribunals, commissioners' hearings, PERB hearings and other legal proceedings;
Working knowledge of parliamentary procedures;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to establish and maintain effective working relationships with others;
Ability to reason quickly and accurately in stressful situations;
Ability to communicate effectively both orally and in writing;
Ability to efficiently gather facts through interview, research and investigation;
Ability to analyze and interpret laws and legal documents;
Ability to prepare and deliver presentations in a clear, concise and articulate manner;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a license to practice law in the State of New York

Minimum of five (5) years in a related legal field as an attorney