



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

JOB SPECIFICATION

Civil Service Title: **COUNTY ATTORNEY**
Jurisdictional Class: Exempt
Civil Division: County Attorney
Adoption: CSM
Revised: CSM 1/14

DISTINGUISHING FEATURES OF THE CLASS:

Performs difficult and responsible work of a professional nature in giving legal counsel to the County Legislators and departmental authorities; represents the county in the courts; does related work as required.

This is work of a professional legal nature calling for the exercise of independent judgment. The position of County Attorney is in the exempt class and appointment is made by the County Legislators for a 2-year term. The County Attorney is responsible for advising on many legal problems affecting the operation of county business and organization, as well as representing the county in the courts. Direct supervision is exercised over the activities of the County Attorney's office.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Researches the law and renders opinions to the County Legislators and departmental authorities when requested;
Represents the county in courts;
Prepares pleadings, appeals, resolutions, notices, contracts, and other legal papers and documents;
Examines legal papers served on, or filed with county departments and officials;
Attends meetings of the County Legislature and advises the Board when requested;
Makes reports and answers correspondence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the law as it relates to counties in the State of New York;
Ability to express clearly by the written and spoken word, arguments of the law;
Ability to organize material;
Good address;
Ability to get along well with others;
Tact;
Ethical conduct in the practice of the law;
Good physical condition.

MINIMUM QUALIFICATIONS:

- (A) Admission to the Bar in New York State.
- (B) Minimum of 7 ½ years practice experience including municipal law.

** Preference may be given to candidates who have achieved federal court admission as well as experience in Social Services law. **