



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

**JOB SPECIFICATION**

Civil Service Title: **Assistant County Attorney**  
Jurisdictional Class: Exempt  
Civil Division: County  
Adoption: CSM 10/21/98  
Revised: CSM 12/17/03, 10/14/09

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is professional legal work involving responsibility for researching and advising on a variety of legal questions. The work is performed under general direction of the County Attorney in accordance with overall policies of the county with wide latitude for the exercise of independent judgment in applying legal knowledge to specific problems and the taking of appropriate legal action. Incumbent is involved in the solution of a variety of legal problems arising in the operation of county government, as well as representing the county in court as required. May act as the Sexual Harassment Officer for the County. Supervision may be exercised over the work of subordinate employees. Performs related duties as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Investigates the law and renders opinions to the County Legislature and departmental authorities as directed by the County Attorney;  
Acts for and in place of the County Attorney as directed by the County Attorney;  
Prepares pleadings, appeals, resolutions, notices, contracts, and other legal papers and documents;  
Represents the County on behalf of individual clients in Family Court hearings, trials, and proceedings for child abuse and neglect, foster care, paternity, adoption, juvenile delinquency, and PINS cases;  
Acts as legal consultant to the Department of Social Services;  
Prepares all legal actions for negotiation and trial;  
Prepares cases involving child support enforcement;  
Directs investigations and legal activities in locating absent parents, paternity actions and collections, modification and enforcement of support including attending court, trying paternity cases, and handling subsequent appeals;  
Designs a plan for case presentation, including preparing correspondence, reviewing files, preparing court orders;  
Researches legal issues that arise at trial during case preparation for or at the request of County departments involved in Family Court proceedings;  
Reviews petitions prior to submission and court orders drawn for resultant proceedings for completeness and accuracy;  
May perform duties as the Sexual Harassment Officer for the county to educate county staff and also to deal with complaints filed;  
Answers correspondence and prepares reports.  
Performs a variety of related work as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the law as it relates to counties in the State of New York;  
Good knowledge of the principles and practices of common law and of county, state, and federal laws as they apply to social welfare;  
Good knowledge of civil court procedures and the rules of evidence;  
Good knowledge of the general functions and administrative activities of the County Department of Social Services;  
Ability to analyze, appraise, and apply legal principles, facts and precedence to legal problems;  
Ability to express clearly by written and spoken word, arguments of the law;  
Ability to organize material;  
Good command of language;  
Tact and courtesy;  
Good professional judgment;  
Ethical conduct in the practice of law;  
Good communication and decision making skills.  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited or New York State registered college or university with a Law Degree.

**SPECIAL REQUIREMENT(S):**

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