

COUNTY ATTORNEY

Distinguishing Features of the Class: The County Attorney is the Chief Legal Counsel for the Allegany County Board of Legislators and individual County Departments in all legal proceedings, including litigation and administrative hearings; and preparing contracts, local laws, resolutions and legal opinions. Supervision is exercised over the work of Assistant County Attorneys and other office staff. The incumbent works under the general direction of the County Administrator and Ways & Means Committee. Does related work as required.

Typical Work Activities:

Serves as legal counsel for the Allegany County Board of Legislators and department heads;
Prepares local laws and ordinances; legislative resolutions and motions;
Prepares and reviews contracts;
Participates in the development of county policies and procedures;
Monitors state and federal legislation as it relates to County government;
Provides legal representation in all civil actions by or against the County;
Prosecute Juvenile Delinquents and Persons In Need of Supervision (PINS);
Responsible for the overall supervision of departmental employees;
Prepares and administers departmental budget;
Participates in FOIL response reviews;
Does related work as required.

Full Performance, Knowledges, Skills, Abilities and Personal Characteristics:

Thorough knowledge of County and General Municipal Law and rules; Thorough knowledge of laws pertaining to contracts, petitions and other legal instruments, and other aspects of general legal work including FOIL, HIPAA, and SEQR;
Thorough knowledge of Supreme Court, family court, administrative tribunals, hearings and other legal proceedings; Thorough knowledge of parliamentary and County Board procedures and rules; Ability to communicate and present effectively both orally and in writing; Ability to interpret laws, rules, and regulations in order to render an accurate legal opinion; Ability to establish and maintain good interpersonal working relationships; Excellent judgement and moral character.

Suggested Minimum Qualifications:

License to practice law in New York State and five years of full-time experience in practicing municipal law.

Special Requirements: Incumbent must a permanent resident of Allegany County at the time of appointment and must maintain residency during the length of employment as required by the Public Officers Law.

Civil Service Jurisdictional Classification: Exempt

This description is a representative summary of the major responsibilities and accountabilities performed by incumbents in this job title. The incumbent may not perform all of the specified duties nor are the listed examples exhaustive. Incumbents may be requested to perform related tasks other than those stated herein.

ADOPTED: 3/28/18

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT