

COUNTY ATTORNEY

JOB CODE: 1070
DEPARTMENT: Tioga County Law Department
CLASSIFICATION: Exempt
SALARY GRADE: Non-Union
ADOPTED: 8/92; Revised 10/01, 6/10, 9/16, 1/20 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility to function as the legal advisor to the County Legislature and to every officer paid from County funds. The County Attorney prosecutes and defends all civil actions and proceedings brought by or against the County Legislature or County Officer. The County Attorney acts as the Presentment Agency under Family Court Act Art 3 to prosecute juvenile delinquents and represents petitioners in PINS matters in Family Court when so directed by the Family Court. The County Attorney represents the Tioga County Soil and Water Conservation District. The County Attorney supervises and directs the work of Assistant County Attorneys. The County Attorney provides direction and advice to assistants engaged in providing legal assistance to the County and its units with the Chair of the Legislature, reviews and provides direction on all major legal matters before the County. General direction and administrative policy are received from the Chair of the County Legislature. The broad duties and responsibilities of the position are detailed in County Law and provide the widest leeway for application of independent professional legal judgment in providing advice and assistance. The supervision exercised over subordinate professional legal staff is primarily oversight and advisory rather than direct supervision. The County Attorney must interact with the County Legislators, department heads, County Officers and Officials on all civil matters. Provides additional legal work, as directed by the County Legislature. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Acts as the legal advisor for the County and its units, including its officers
- Responds to inquiries from County officials for legal opinions;
- Researches laws, legislation and court decisions;
- Provides legal opinions and interpretation for operating agencies;
- Prepares and directs the preparation of all legal papers and instruments for the County and prosecutes or defends all civil matters or proceedings involving the County and its units, including its officers;
- Directs the preparation of court papers and draft legislation;
- Supervises staff assigned to specific cases;
- Reviews progress of matters and proceedings;
- Prepares and supervises the preparation of local laws, resolutions, legalizing acts or other legislation upon the request of the Chair of the Legislature of members of the County Legislature;
- Reviews draft legislation for format and context;
- Formalizes local laws, resolutions and legalizing acts for action by the Legislature;
- Reviews all contracts that are prepared for the County.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the legal profession and its practices and procedures; thorough knowledge of laws, rules, regulations and policies of County government; thorough knowledge of techniques used in preparing legal memoranda, conducting legal research, and analyzing legal problems; thorough knowledge of laws governing civil practice, administrative law and supporting rules, regulations, legal terminology and forms; good knowledge of Municipal Law; good knowledge of functions of County

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government; good knowledge of investigative and interviewing techniques; good knowledge of courts trial and administrative hearing procedures; good knowledge of the County Legislative process; good knowledge of the principles and practices of supervision; ability to organize factual legal data into clear and logical sequences; ability to analyze legal issues and identify significant cases, opinions and facts; ability to present ideas and opinions in a clear and effective manner to legislators, County officials and the public.

PREFERRED QUALIFICATIONS: Duly licensed to practice law in the State of New York and five (5) years of full-time experience or its part-time equivalent in the practice of law. Three (3) years of experience or its part-time equivalent in the practice of municipal law.

Pursuant to County Law § 400 (4a), County Attorney is designated as an “appointive officer” and falls under Public Officers Law §3.