

## **ASSISTANT COUNTY ATTORNEY I**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional legal position which involves the responsibility for representing Broome County in legal and disputed matters. Assistant County Attorney I may also work on social services issues under the directions of the Deputy County Attorney. Work is performed in conjunction with and under the supervision of the County Attorney. Supervision may be exercised over the work of clerical or other staff of the County Attorney's Office. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Serves as legal counsel for the County Legislature, County Executive and department heads;  
Writes and reviews contracts departments of the County make with outside individuals or organizations;  
Acts as counsel for Health Department Commissioners' hearings;  
Designs a plan for case presentation;  
Prepares paperwork for all assigned cases as necessary;  
Interviews potential witnesses for Family Court proceedings;  
Researches legal issues that arise at trial, during case preparation or at the request of individuals;  
May be involved in any concern of the County that requires legal judgements;  
May be assigned to handle specific aspects such as Family Court proceedings or the legal work of specific departments;  
Appears in court and performs other functions of the County Attorney at his/her discretion or in the event of his/her absence;  
Prepares legislative resolutions.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of County Laws and Rules;  
Working knowledge of laws pertaining to juvenile offenders;  
Working knowledge of laws pertaining to contracts, petitions and other aspects of general legal work;  
Working 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 communicate clearly and concisely both orally and in writing;  
Ability to reason quickly and accurately in stressful situations;  
Ability to establish and maintain good working relations with others;  
Ability to efficiently gather facts through interview, research and investigation;  
Ability to effectively organize a crowded court calendar;

Ability to establish priorities;  
Sensitivity to the special needs of juvenile offenders;  
Integrity;  
Excellent judgement;  
Efficiency;  
Physical condition commensurate with the demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:** Admission to the Bar in New York State.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.