

1st ASSISTANT COUNTY ATTORNEY

JOB CODE: 2070
DEPARTMENT: Tioga County Law Department
CLASSIFICATION: Exempt
SALARY GRADE: Non-Union
ADOPTED: 07/18/07 NYS CS Commission; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This professional position gives legal advice to the Legislature and/or one or more County departments (i.e. may work exclusively in the Social Service Department handling family court cases or as in-house legal counsel). The incumbent represents the County in the courts. The 1st Assistant County Attorney is under the general direction of the County Attorney. The position differs from the 2nd or 3rd Assistant County Attorney in that the incumbent requires more experience and expertise and the position is required to handle legal cases and issues that are among the most complicated. The incumbent supervises the 2nd and 3rd Assistant County Attorneys, law assistants and clerical personnel when needed. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Serves as legal counsel for the County Legislature and Department heads in the absence of the County Attorney;
- Writes and reviews contracts that County departments make with outside individuals or organizations;
- Designs plans for case presentation;
- Prepares paperwork for all assigned cases as necessary;
- Evaluates evidence obtained by police agencies and others;
- Interviews potential witnesses from 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 judgments;
- May be assigned to handle specific aspects of the Office of the County Attorney such as Family Court proceedings or the legal work of specific departments;
- Appears in court and performs other functions of the County Attorney and the office at his/her discretion or in the event of his absence.
- Reviews and approves formats for petitions, bills of particulars and other legal demands and answers;
- Supervises case scheduling among department attorneys;
- Responsible for a variety of administrative duties including the review and approval of office procedures, vacation scheduling, attendance records and yearly performance evaluations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of County Laws and Rules; good knowledge of laws pertaining to juvenile offenders; good knowledge of laws pertaining to contracts, petitions and other aspects of general legal work; good knowledge of the proceedings of criminal court, family court, administrative tribunals, commissioners' hearings, PERB hearings and other legal proceedings; good knowledge of parliamentary procedure; 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 judgment; efficiency; physical condition commensurate with the demands of the position.

PREFERRED MINIMUM QUALIFICATIONS: Admission to the Bar in New York State and two to four years of full-time paid experience or its part-time equivalent practicing Law, one (1) year of which must have been in a supervisory capacity.

2. 1st Assistant County Attorney

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

Local Law No. 1 2006 for Tioga County authorized the County of Tioga and the County Attorney to appoint non-Tioga County residents to the positions of Assistant County Attorney. (02/14/06)