

4th ASSISTANT COUNTY ATTORNEY

JOB CODE: 2075
LOCATION: Tioga County Law Department
CLASSIFICATION: Pending Jurisdictional Classification
SALARY: Management/Confidential
ADOPTED: Tioga Co. Personnel & Civil Service

***PUBLIC OFFICER; no term**

DISTINGUISHING FEATURES OF THE CLASS: This is a professional legal position, which involves the responsibility for representing the County in legal and disputed matters. Work is performed in conjunction with and under the supervision of the County Attorney and/or the 1st Assistant 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: (Illustrative Only)

- Serves as legal counsel for the Legislature and Department heads in the interest of the County;
- Writes and reviews contracts departments of the County make with outside individuals or organizations;
- 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;
- Reviews arrest documents to determine whether a crime has been committed;
- Researches precedents to assist recommendation of sentencing;
- May be involved in training police officers, school officials, probation officers and others in proper procedures for collecting evidence, submitting paperwork and the handling of juveniles;
- 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 his office at his discretion or in the event of his absence.

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 courts, 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, must possess integrity, excellent judgment and be capable of working efficiently, physical condition commensurate with the demands of the position.

PREFERRED QUALIFICATIONS: Duly licensed to practice law in New York State.

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)

The above draft job description has been agreed upon by:

Signature of Department Head or Appointing Authority

Name of Department, Municipality or District

Date