

ASSISTANT MUNICIPAL ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Assists in the performance of professional legal work for a municipality or municipally sponsored program including Community Development, Urban Renewal, Housing Projects, or similar type projects sponsored by the County, a Town, Village, School District, or other government entity. Duties are performed in accordance with established policies. Responsibility for accurate and efficient performance of legal work is vested in this position. Work is performed under general supervision of a Municipal Attorney.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Represents municipality or government entity in all legal matters and proceedings;

Researches law renders opinions orally or in writing whenever requested to do so;

Prepares pleadings, appeals, resolutions, notices, contracts, and other legal papers and documents;

Examines legal papers served on the municipality;

Appears in court to represent the municipality;

Answers correspondence and makes necessary reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of New York State Law; Ability to express oneself clearly both orally and in writing; Ability to get along with others; Conscientiousness and thoroughness; A high standard of professional ethics; and Good professional judgment.

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- (A) Appointees must be an Attorney admitted to practice before the bar of the State of New York.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed:
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised in Classplan: 11/10/2022
Revised and Replaced in Classplan: 10/18/2024 (Edu)