MUNICIPAL ATTORNEY 188

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of professional legal work for a municipality or municipally sponsored program, including community development, urban development, housing projects or similar type project 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.

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 and 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 self clearly, both orally and in writing; ability to get along well with others; conscientiousness and thoroughness; a high standard of professional ethics; good professional judgment.

MINIMUM QUALIFICATIONS: Appointee must be an attorney admitted to practice before the bar of the State of New York.