

Jurisdictional Class: Exempt for Towns Only
EEO Category: Professionals
Adopted: 04/04/2018

TOWN ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position requiring thorough knowledge of the laws pertaining to towns in the State of New York. The incumbent serves as legal advisor and counsel to the Supervisor, Town Board and town departments. The Town Attorney is responsible for answering many questions in the civil law affecting the operation of town business and organization. Supervision may be exercised over professional and/or clerical support positions.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Investigates and researches the law and renders opinions to the Town Board, Town Supervisor and other departmental authorities;
Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents;
Examines legal papers on or filed with town departments and officials;
Reviews contracts on behalf of the town;
Appears in court to represent the town whenever it is necessary to do so;
Answers correspondence and prepares necessary reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the law as it pertains to Towns in the State of New York; good knowledge of the techniques of preparing legal memoranda, conducting legal research and analyzing legal problems/issues; ability to prepare for court proceedings; ability to express oneself clearly, both orally and in writing; ability to clearly express arguments of the law; ability to organize material; ability to get along well with others; honesty; good elocution; courtesy; tact; ethical conduct in the practice of the law; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Admission to the Bar of the State of New York.