

Exempt

ATTORNEY

(Adopted: October 31, 1973)

(Revised: October 19, 1990)

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work involving the study and analysis of assigned legal questions, problems or cases and the rendering of decisions or opinions thereon as a basis for executive action by a municipal government. The work is performed under the general direction of a superior, with wide latitude for the exercise of independent judgment in applying legal knowledge to specific problems and the taking of appropriate legal action. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Searches statutes, decisions, opinions and other legal sources and reporting results for use in preparation of opinions, briefs or decisions;

Prepares, reviews or interprets contract agreements, leases, bonds, deeds, notes, mortgages and other legal documents;

Prepares interpretive and administrative orders, rules and regulations to give effect to statutory provisions;

Studies proposed legislation and the need for new legislation for an agency program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ACTIVITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of common law and of State laws as they apply to various government agencies; good knowledge of legal terminology and forms, law office and court procedures, techniques of legal research, legislative research and rules of evidence; ability to analyze, appraise and apply legal principles, facts and precedence to legal problems; sound professional judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited New York State registered college or university with a Juris Doctorate Degree and four (4) years of experience in the practice of law.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: A license to practice law in New York State.