

FIRST ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs such duties pertaining to the office as may be directed by County Attorney, as provided in Section 502 of the County Law. An employee in this class provides sound legal advice to the County Legislature, furnishes advice regarding problems affecting the operation of the County, acts in a supervisory capacity with respect to the staff of the County Attorney's Office at the direction of the County Attorney, and represents the County in administrative and court proceedings. A First Assistant County Attorney does related work as required.

TYPICAL WORK ACTIVITIES:

- Prosecutes cases and represents the interests of Cattaraugus County in Family court, especially in regard to paternity, uniform support of dependents, non-support, family offenses, contempt, persons in need of supervision, designated felonies, juvenile delinquents, child and adult neglect matters, and appeals;
- Performs the powers and duties of the office of County Attorney in the absence or inability of the County Attorney as authorized by Section 502 of County Law;
- Counsels the Cattaraugus County Legislature, department heads, boards, and agencies of the County on legal matters affecting them and may prepare legislation for consideration by the Cattaraugus County Legislature;
- Prosecutes and defends civil actions or proceedings brought by or against the County, the County Legislature, and any officers whose compensation is paid by the County and except as otherwise provided by law;
- Provides supervision to the assistant county attorneys and staff including secretaries and paralegals.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the laws of the State of New York which affect the actions and administration of county government; ability to express legal arguments clearly by written and spoken word; conduct which meets the standards set forth in the Code of Professional Responsibility of the American Bar Association. Physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Eligibility for a license to practice law in New York state. Possession of the license at the time of appointment and one (1) year of experience in the practice of county law.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 1/1/2023

Exempt Class - Requested