

Jurisdictional Class: Pending Jurisdictional Classification  
EEO Category: Professional  
Adopted: 03/17/2021

## **DEPUTY COUNTY ATTORNEY – ADMINISTRATION**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position acts in the capacity of the County Attorney, upon his request or in the event of absence of the County Attorney, in accordance with the designation of succession in the Office of the County Clerk as mandated by New York State County Law § 502(5), which includes the authorizing of spending, signing of the payroll and implementation of personnel decisions including the hiring, promotion, professional discipline and termination of employees. The incumbent carries out complex legal or administrative assignments in support of County government and departmental policies and procedures. The incumbent is responsible for providing legal advice and representation to Department Heads and top level department administrators for all departments in County government, to ensure the County's interests are represented and to ensure compliance with the law. This is an appointed position in which the incumbent serves both under the general direction of and at the pleasure of the County Attorney, with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work. This position differs from that of the Deputy County Attorney – Health and Human Services in that the work of the incumbent is not focused solely on areas of Health and Human Services. This position differs from that of an Assistant County Attorney in that the incumbent manages a group of attorneys and staff, handles high profile and more complex cases, as well as participates in the management and operations of the office including development and implementation of office policies and hiring of new personnel. The incumbent is also involved in the development and implementation of policies for the all departments in County Government. Supervision is exercised over the work of the Deputy County Attorney – Health and Human Services and all subordinate attorneys, professional staff and clerical staff. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Directs assignment of workload to subordinate attorneys and staff;  
Carries out complex and sensitive legal assignments that are potentially precedent-setting involving the County;  
Prepares and supervises the preparation of legislation proposed by the County government or complex legal instruments;  
Reviews and assigns matters, including all incoming legal papers, pleadings, motions, briefs, correspondence, etc.;;  
Supervises the work of attorneys in the Law Department to ensure that the legal work product meets professional standards;  
Assists in the planning and implementation of training for attorneys and paralegal staff on pertinent areas of the law, newly enacted legislation, recently decided cases, litigation skills and/or departmental procedures in order to provide a more uniform approach for the department on routine matters and to develop skills and knowledge of subordinates;  
Confers and provides assistance and advice to Department Heads and other high-ranking County officials;  
Appears before legislative committees regarding pending legislation;

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**TYPICAL WORK ACTIVITIES:** (Illustrative Only) continued:

Assists in conducting training for County government personnel on legal issues;  
Confers with opposing counsel and serves as liaison between these attorneys and County government officials;  
Drafts and reviews grant applications and contracts on behalf of the County;  
Reviews contract performance issues with contractors;  
Advises departments on the County's procurement, contracting and approval policies, and assists with Request For Proposals and Request For Bids preparation as well;  
Provides advice and counsel to all County departments;  
Represents the County Attorney at meetings with officials from County, State and Federal government and agencies, as well as with Department heads, Committee Chairs, Legislators and other high-ranking governmental officials;  
Participates in the planning direction and coordination of the preparation of briefs and motions in the Appellate Division and Court of Appeals;  
Assists in the formulation of Law Department policy, as well as policies for all departments in County government;  
Prepares and may present cases in original or appellate courts.  
Acts as head of the Law Department in the absence of the County Attorney;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the Federal and New York State laws governing civil practice, administrative law and supporting rules and regulations; thorough knowledge of the laws, regulations and policies, governing municipal agencies; thorough knowledge of the techniques of preparing legal memoranda, conducting legal research, analyzing legal problems and drafting legislation; good knowledge of trial techniques; good knowledge of the functions and programs of the County government; ability to analyze legal issues and identify significant cases; ability to communicate information clearly both orally and in writing; ability to plan and supervise the work of a legal staff; ability to present the County government's legislative position before legislative committees; sound professional judgment; initiative; resourcefulness; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of experience, and other such qualifications, as the County Attorney may determine appropriate.

**SPECIAL REQUIREMENTS:**

1. Admission to the Bar of the State of New York at the time of appointment.
2. Must be an Oneida County resident at time of appointment.