

Jurisdictional Class: Exempt
EEO Category: Professional
Adopted: 08/22/2018

SPECIAL ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this class is responsible for the management and presentation of cases in all Courts of Oneida County. This is an appointed position in which incumbents serve 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. Supervision is exercised over the work of all subordinate professional, technical and clerical staff. The Special Assistant County Attorney may act for, and in place of, the County Attorney in his/her absence. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Drafts and reviews contracts on behalf of the County;
Provides advice and counsel to all County departments;
Carries out complex and sensitive legal assignments that are potentially precedent-setting involving the County;
Supervises the work of attorneys within the department to insure that the legal work product meets professional standards;
Organizes, examines, and coordinates materials and efforts related to presentment of juvenile delinquency cases, representation of out of state support petitioners and issues regarding Persons in Need of Supervision through final disposition of such cases;
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;
Assists in the formulation of departmental policy.

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, regulations; through 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.