ASSISTANT CORPORATION COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work in the office of the Corporation Counsel. Work assignments are distributed from the Corporation Counsel and involves research, preparation of opinions and motion practice. Duties require the exercise of independent legal judgement. Work is subject to review by the Corporation Counsel through discussion.

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TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Research studies; gathers facts, interviews witnesses; draws complaints; prepares pleadings and tries issues of law and fact;
- Attends meetings at which ordinances to be drafted are discussed and drafts ordinances and resolutions;
- Draws contracts, leases and other legal documents;
- Investigates and recommends to a technical superior the adjustment of claims for and against the City;
- Sits in on hearings as advisor to department heads and prepares legal opinions;
- Represents the city and officers in actions, suits, claims, and proceedings in state and federal courts;
- Conducts criminal prosecutions for violations of ordinances;
- Submits recommendations to and discusses cases with colleagues for information and advice;
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- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of local and state laws and the established precedents and sources of legal reference involved;
- Good knowledge of court procedures and rules of evidence;
- Skill in preparing and trying cases;
- Ability to organize, interpret and apply legal principles and knowledge to the particular circumstances;
- Ability to meet and effectively deal with persons interested in legal matters under consideration;
- Working knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited law school with a Juris Doctor (J.D.) degree or Bachelor of Laws (LL.B.) degree. Preference may be given to a candidate with experience in the practice of civil law. Litigation and contract experience preferred.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an

educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

NECESSARY SPECIAL REQUIREMENT: Must possess a valid license to practice law in the State of New York within six (6) months of appointment date.

Revised: 08/29/2017
10/29/2024
10/28/2026