

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 but matters of policy are taken to a superior for decision. Work is subject to review by the Corporation Counsel through discussion. An incumbent must have graduated from law school and will be considered a “Certified Legal Intern” until possession of a license to practice law in the State of New York.

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 a technical superior for information and advice;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of local and state laws and the established precedents and sources of legal reference involved;
- Thorough 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 law school with an LL.B* or J.D.* degree. Preference may be given to a candidate with experience in the practice of civil law. Litigation and contract experience preferred.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NECESSARY SPECIAL REQUIREMENT: Possession of a license to practice law in the State of New York.