

EXECUTIVE DEPUTY CORPORATION COUNSEL

GENERAL STATEMENT OF DUTIES:

Is responsible to the Corporation Counsel for the overall directives of the Corporation Counsel, and does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is primarily an administrative position involving responsibility for supervising a professional legal staff in implementing and executing the directions of the Corporation Counsel and Mayor; acts as liaison between the legal unit and the Mayor, Common Council, and advises of the affects of local, state and national legislation upon the City.

EXAMPLES OF WORK: (illustrative only)

Assists the Corporation Council in implementing and executing the legal work of the Corporation Counsel;
Assists the Corporation Counsel in policy making decisions;
Assists in supervision of the legal work of Assistant Corporation Counselors and clerical staff concerning litigation, compensation hearings, zoning, motor vehicle, Family Court and departmental hearings;
Assists in supervision of the drafting of local legislation for the Common Council;
Assists in supervision of the real property acquisition and condemnation of property;
Acts as liaison between the Corporation Counsel and Mayor, Common Council, on matters affecting local, state and national legislation upon the City.

GENERAL KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of municipal legislation; thorough knowledge of local and state laws relating to the conduct of the town's operation; good knowledge of judicial procedure, court procedures and rules of evidences; ability in the preparation of proposed legislation, opinions, resolutions, contracts and other legal documents; ability to organize, interpret and apply legal principles and knowledge to a particular circumstance; ability to meet and deal effectively with persons interested in legal matters.

ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from an accredited college or university registered with the New York State Department of Education.

Graduation from a recognized law school and five (5) years experience in practicing law.

SPECIAL REQUIREMENTS:

Possession of a New York State license to practice law.