MINIMUM QUALIFICATIONS:

Admission to the Bar in the State of New York and five years of full time experience practicing law.

NOTE: Appointment to the position of County Attorney is made on the basis of merit and fitness as determined by the Tompkins County Board of Representatives pursuant to County Law Section 500 and 22 NYCRR 520.

SPECIAL REQUIREMENT:

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County and maintain residency for the duration of employment.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The County Attorney is responsible for representing Tompkins County in all legal proceedings, including litigation and administrative hearings, and for negotiating and preparing contracts, local laws, resolutions and legal opinions for the Tompkins County Legislature and all departments of the County. The County Attorney is accountable to the Tompkins County Legislature and serves at the Legislature’s pleasure. Supervision is exercised over the work of Deputy and Assistant County Attorneys, external Counsel hired to represent the County, Secretaries, Paralegal employees and other office staff as appropriate. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

• Serves as legal counsel for the board of Representatives and department heads in the interest of the County;
• Prepares local laws and ordinances, board resolutions, and motions as requested by the Board;
• Attends all meetings, hearings, and trials of matters of concern to the Board of Representatives and the Office of the County Attorney;
• Designs a plan for case presentation for matters requiring litigation;
• Appears in Court and follows through on all cases as necessary;
• Researches all matters of concern to the Board of Representatives and other County officials, writes memoranda or opinions advising the county based upon this legal research and renders legal opinions;
• Reviews and prepares contracts and other legal instruments and documents as necessary;
• Establishes priorities, policies, and procedures for the Office of the County Attorney;
• Administers and manages office operations by assigning and coordinating the work flow for all staff of the Office of the County Attorney;
• Participates in the development of county policy;
• Develops imaginative or innovative solutions to highly complex and often uncharted conceptual areas;
• Performs such additional and related duties of the Office of the County Attorney as required by law and the Tompkins County Legislature.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

• Thorough knowledge of County Law and rules;
• Thorough knowledge of laws pertaining to contracts, petitions, other legal instruments, and other aspects of general legal work including FOIL and SEQR;
• Thorough knowledge of the proceedings of criminal court, family court, administrative tribunals, commissioners hearings, PERB hearings, and other legal proceedings;
• Thorough knowledge of parliamentary procedure and the rules of proceeding of the County Legislature;
• Ability to communicate clearly and concisely both orally and in writing;
• Excellent writing skills;
• Excellent oral presentation skills;
• Ability to reason quickly and accurately in stressful situations;
• Ability to understand and interpret laws, rules, and regulations in order to render an accurate legal opinion;
• Ability to establish and maintain good interpersonal working relationships;
• Ability to efficiently gather information through research, interview, and investigation;
• Ability to establish priorities, procedures, and policies necessary to the efficient functioning of the office of the County Attorney;
• Excellent judgment, a high level of integrity, skill, efficiency, and fairness are required;
• The County Attorney's physical condition shall be commensurate with the demands of the position.

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