

Deputy County Attorney Tompkins County

Department: County Attorney
Classification: Exempt
Labor Grade: Management Grade 89
Approved: Bd. Res. 12/20/94
Revised: 6/97; Reclass 10/97; 11/05; 11/14; 09/16; 11/2021
By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

Admission to the Bar in New York State **AND** seven years of experience as a practicing attorney.

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

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 must maintain residency in Tompkins County for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

The Deputy County Attorney is responsible for representing Tompkins County in various legal proceedings including prosecuting juvenile delinquency and Persons in Need of Supervision (PINS) matters, civil litigation and administrative hearings, preparation of contracts, local laws, resolutions and legal opinions for the Tompkins County Legislature and all departments of the County. The Deputy County Attorney is expected to exercise autonomy and works under only the general direction of the County Attorney. The incumbent has full and direct accountability to the County Attorney, and indirectly to the Legislature, for both the quality and quantity of work. Supervision may be exercised over the work of Attorneys and clerical staff as required. The Deputy County Attorney is authorized to act for and in place of the County Attorney in his or her absence. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Represents the County in legal proceedings including litigation and administrative hearings;
- Serves as legal counsel for the Tompkins County Legislature and Department heads in the interest of the County;
- Act as the Presentment Agency in Family Court cases involving juveniles defined as both alleged Juvenile Delinquents or Persons in Need of Supervision and has the discretion to determine how to prosecute such cases;
- Represents the Probation Department on violation of probation matters in Family Court;
- Writes and reviews contracts that departments of the County make with outside individuals, vendors or organizations;
- Acts as counsel for the Health Department and Solid Waste Division and any hearings pertaining thereto;
- Advises the County Risk Manager and all departments on how to limit potential legal liabilities;
- Performs the legal work necessary to acquire and dispose of property as required by law and the Tompkins County Legislature;
- Prepares local laws and resolutions as requested by the Tompkins County Legislature;
- Prepares paperwork for all assigned cases as necessary;
- Designs a plan for case presentation;
- Evaluates evidence obtained by police agencies and others;
- Interviews potential witnesses for Family Court proceedings;
- Researches legal issues that arise at trial, during case preparation or at the request of individuals;
- Researches precedents to assist recommendation of sentencing;
- May be involved in training police officers, school officials, probation officers and others in proper procedures for collecting evidence, submitting paperwork and the handling of juveniles;
- May be involved in any concern of the County that requires legal judgments;
- May be assigned to handle specific aspects of the Office of the County Attorney such as Family Court proceedings or the legal work of specific departments;
- May conduct health department hearings on code violations;

- May provide legal advice regarding estates;
- Appears in court and performs other functions of the County Attorney in his or her absence.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of County Laws and Rules;
- Thorough knowledge of and experience in civil litigation;
- Thorough knowledge of the laws pertaining to property acquisition and management;
- Good knowledge of labor law;
- Good knowledge of laws pertaining to juvenile delinquency proceedings;
- Good knowledge of laws pertaining to solid waste and environmental issues;
- Good knowledge of laws pertaining to contracts, petitions and other aspects of general legal work;
- Good knowledge of the proceedings of criminal court, family court, administrative tribunals, commissioners' hearings, PERB hearings and other legal proceedings;
- Good knowledge of parliamentary procedure;
- Ability to communicate clearly and concisely both orally and in writing;
- Ability to reason quickly and accurately in stressful situations;
- Ability to establish and maintain effective working relations with others;
- Ability to efficiently gather facts through interview, research and investigation;
- Ability to effectively organize a crowded court calendar;
- Ability to establish priorities;
- Sensitivity to the special needs of the community, victim and respondent in juvenile cases;
- Integrity, excellent judgment, and efficiency are required;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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