

# TOWN ATTORNEY

**Department: Town Attorney**  
**Classification: Unclassified**  
**Specification Number: 1200**  
**Approved: 12/01/2021**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

This position is in the unclassified jurisdictional class; therefore, there are no minimum qualifications.

## **NECESSARY SPECIAL REQUIREMENTS**

Possession of a New York State license to practice law before the Bar of the State of New York.

## **DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, the Town Attorney conducts all legal business pertaining to the town as vested under Article #20, Section #2 of Town Law of New York State. The incumbent supervises a subordinate staff of Assistant Town Attorneys, technical and clerical personnel. The employee advises the Town Board, the Supervisor, Heads of Departments and employees on all legal matters and is called upon to exercise independent judgment and initiative in the performance of these duties. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Gives legal advice to Town agencies and all regular and special committees established by the Town Board;

- Reviews and reports to the Town Board all County, State and Federal legislation affecting the Town;
- Prepares legal instruments and materials pertaining to litigation involving the Town;
- Pursues condemnation actions and negotiates the purchase of private property on behalf of the Town;
- Conducts research on subjects pertinent to Town problems pending legislation and court action;
- Attends Town Board meetings and public hearings;
- Prepares proposed ordinances and amendments to the Town Charter, local laws and administrative rules and regulations.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of the constitutional and municipal laws; good knowledge of the provisions of the Town Charter; ability to plan, organize and supervise the work of a legal and/or clerical staff in a manner conducive to full performance and high morale; ability to prepare legal instruments on behalf of the Town Board or Heads of Departments; ability to present clear and concise arguments pertaining to matters of litigation affecting the Town or its departments; ability to exercise independent judgment and initiative; ability to establish and maintain effective working relationships with Town officials, employees, and the general public; physical condition commensurate with the demands of the position.