

# **DIRECTOR OF BUREAU OF ADMINISTRATIVE ADJUDICATION**

**Department: Town Attorney**  
**Classification: Non-Competitive**  
**Specification Number: 1290**  
**Approved: 7/30/22**  
**Revised: 1/14/23 by JG**

## **MINIMUM QUALIFICATIONS**

Possession of a New York State license to practice law before the Bar of the State of New York with a minimum of five (5) years of experience as an Attorney in the State of New York.

## **NOTE:**

In accordance with NY State General Municipal Law Section 381, the Director shall be appointed by the Town Supervisor with the advice and consent of the Town Board for a term of five (5) years.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title works independently to direct all operations of the Town of Babylon Bureau of Administrative Adjudication. The employee will be the Chief Administrative Law Judge of the Town Traffic and Code Violations Court (other than building code violations) and shall have all the powers of an Administrative Law Judge pursuant to NY State General Municipal Law Section 381. The employee will establish uniform rules for the Court. The employee acts for and behalf of the Town Attorney on all matters regarding the Court. Develops policies and procedures for the administration of the Bureau. Work is reviewed through conferences and written reports.

## **TYPICAL WORK ACTIVITIES**

- Has full responsibility for the administration of the Bureau;
- Acts as Chief Administrative Law Judge of the Court;
- Oversees attorneys prosecuting cases;
- Establishes fines and collection procedures;
- Establishes uniform rules for the practice and procedure of the Bureau, the conduct of adjudications and the dismissal or settlement of proceedings;
- Develops and implements a program of evaluation focusing on three areas of performance: competence, productivity and demeanor.
- Supervises and directs the activities and employees of the Bureau;
- Implements policies and procedures in the administration of Bureau operations;
- Oversees day-to-day administrative matters;
- Supervises the recording and reconciliation of all traffic and code enforcement tickets;
- Assists the Town Attorney in preparing the Bureau budget.

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

Comprehensive knowledge of Administrative law, Town laws, rules, and regulations involving parking and code enforcement violations; comprehensive knowledge of the principles and practices of public administration; thorough knowledge of management and supervisory practices and principles; good knowledge of budgetary practices and principles; ability to plan, direct and supervise the work of a support staff; ability to establish and maintain effective working relationships with others; ability to identify problems, analyze information, and recommend solutions; ability to prepare, submit and analyze reports; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.