

ASSISTANT CORPORATION COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: This is responsible legal work performed under the general direction of the Corporation Counsel. The incumbent performs responsible professional legal work with considerable independence, in connection with the administration of City affairs. Assignments are received from the Corporation Counsel who reviews all opinions and briefs for acceptability. The Assistant Corporation Counsel performs related work as required.

TYPICAL WORK ACTIVITIES:

Prepares briefs and legal opinions;
Files tax suits and conducts tax suits on appeals;
Assists in the preparation of ordinances;
Approves the form and execution of all insurance policies issued to the City, and the bonds of all officers and employees, or files objections thereto to the City administrator and/or the City Counsel;
Conducts investigations, as directed, of such matters as may be properly complained of by citizens or public officials and reports facts to the Corporation Counsel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of municipal legal problems; thorough knowledge of legal procedures; thorough knowledge of judicial procedure and rules of evidence; good knowledge of statutory and constitutional law of the State; ability to conduct trial cases in court; ability to do difficult legal research work; ability to prepare briefs and opinions; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENT:

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

ACCEPTABLE EXPERIENCE:

Some legal experience, including trial work in a court of record, is preferred.