

POSITION: FIRST DEPUTY COUNTY ATTORNEY

LOCATION: ULSTER COUNTY ATTORNEY'S OFFICE

KINGSTON, ULSTER COUNTY, NEW YORK

DISTINGUISHING FEATURES OF THE CLASS: The First Deputy County Attorney is under the general direction of the County Attorney. The position seeks a seasoned individual with experience in civil litigation across different areas of law including motion practice, mediation, and/or dispute resolution. This professional position will also give high -level legal counsel to various County departments, manage staff, review and/or draft critical documents, assist with or conduct internal investigations as required. The incumbent serves as the Acting County Attorney in the absence of the County Attorney and assists the County Attorney in the daily management and administrative functions of the law department. Does related work as required by the County Attorney.

TYPICAL WORK ACTIVITIES:

- May be assigned to handle specific aspects of the Office of the County Attorney such as certain types of litigation and other court proceedings;
- Appears in court and performs other functions as required by the County Attorney and the office at his discretion or in the event of his absence;
- Serves as legal counsel for the Department heads in the absence of the County Attorney;
- Draft and review contracts that County departments make with outside individuals or organizations;
- Designs plans for case presentation;
- Prepares paperwork for all assigned litigation cases and other court proceedings as necessary;
- Research legal issues that arise at trial during case preparation;
- May be involved in any concern of the County that requires legal judgments;
- Reviews and approves formats for petitions, bills of particulars and other legal demands and answers;
- Responsible for a variety of administrative duties including the review and approval of office procedures, vacation scheduling, attendance records;
- Serves as the Freedom Of Information Law (FOIL) Officer for the office;
- Conducts employee disciplinary hearings pursuant to §75 of New York Civil Service Law;
- Responds to Writs of Habeas Corpus;
- Prepares legal opinions as required by the County Attorney.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of County Laws and Rules; good knowledge of laws pertaining to contracts, petitions and other aspects of general legal work; good knowledge of the proceedings of supreme 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 good

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 juvenile offenders; integrity; excellent judgment; efficiency; physical condition commensurate with the demands of the position.

QUALIFICATIONS: Juris Doctorate degree from an accredited law school. Must be admitted to practice law in the State of New York and be in good standing. Minimum of seven-ten years of work experience in general legal practice with an emphasis on litigation and also with a background in any or all of the following areas: contracts, family law, real estate, and bankruptcy. Good legal research and writing skills is paramount. Special consideration will also be given to candidates with municipal law background. Skills and personality must be suitable for a small law office atmosphere.

APPLICATION PROCEDURE: All interested persons meeting the minimum qualifications are encouraged to submit a resume. Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

Health insurance and other benefits available through employment.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND ALL CIVIL SERVICE LAW, RULES AND REGULATIONS APPLY.

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

Apply to this job:

By Mail: Ulster County Attorney's Office PO Box 1800, 244 Fair Street Kingston, NY 12402