

## MUNICIPAL ATTORNEY

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for providing professional legal work for a municipality. The work is carried out in accordance with professional standards and involves providing legal advice regarding municipal affairs, representing the municipality in court cases, and providing a variety of other legal work as may be required. The work is performed under general direction. Supervision may be exercised over subordinate personnel.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Researches the law and renders opinions to municipal officials;

Prepares pleading, appeals, resolutions, notices, contracts and other legal papers and documents;

Examines legal papers on or filed with the municipal departments and officials;

Attends meetings of municipal boards and advises on legal issues;

Appears in court and represents the municipality as needed;

Conducts correspondence and makes necessary reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and the practice of law as it pertains to municipal government; skill in preparing and drafting legal instruments; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; good command of language; initiative, tact and courtesy; good professional judgement; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Three (3) years of experience in the practice of law.

**Special Requirement:** Possession of a license to practice law in the State of New York.

ULSTER COUNTY  
4395 MUN ATTY  
Classification: Competitive  
OA

Adopted: June 24, 1996