

**DEPARTMENT:** ASSISTANT CITY ATTORNEY  
**CLASSIFICATION:** EXEMPT  
**APPROVED:** \_\_\_\_\_

**ASSISTANT CITY ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a critical, confidential position involving responsibility for planning and coordinating the daily operation of the Legal Department and the Collective Negotiating Committee. The work is performed under the general direction of and in accordance with plans, policies and objectives outlined by the City Attorney. A significant feature is the ability to perform legal research and the ability to counsel and advise City officials in the event of the absence or unavailability of the City Attorney. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Performs legal research involving, among other sources, use of the Law Library, City Charter, Local Laws, Ordinances and other related sources.
2. Responsible for daily management and operation of the City Legal Department.
3. Assists in managing and coordinating the work of the City Legal Department.
4. Performs legal research, prepares legal papers, answers correspondence under the general direction of and as required by the City Attorney.
5. Appears in court on behalf of the City.
6. Meets with and advises department heads and other City officials.
7. Prepares pleadings and briefs for litigation on the part of the City.
8. Prepares deeds, contracts, and other legal papers for the City's Legal Department.
9. Answers daily correspondence and interdepartmental memorandums.
10. Maintains the Law Library, organizes and controls all records of Legal Department and Collective Negotiating Committee.
11. Researches and drafts Local Laws and Ordinances.

**FULL PERFORMANCE, KNOWLEDGES, SKILLS AND ABILITIES:**

Basic knowledge of legal research techniques and ability to draft clearly worded opinions and legal papers; ability to maintain confidential attorney-client relationship with City officials and department heads; ability to communicate effectively with others; department heads; ability to communicate effectively with others; ability to handle complaints and inquiries from general public.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's Degree, **AND** graduation from an American Bar Association - approved and accredited Law School with a degree of Juris Doctor, **AND** admission to the New York State Bar Association as an attorney and counselor at law.