

ASSOCIATE ATTORNEY

NATURE OF WORK:

Associate Attorneys provide legal assistance and support to the Town Attorney, Town officials, board members and department heads at the policymaking level and prepare legal cases for which there is little precedent and/or which have a major impact on a particular Town department, board or official. Associate Attorneys analyze legal opinions, briefs and other materials, prepare legal memoranda and confer with administrators, other attorneys or outside parties involved with legal actions or Town programs in order to mediate, negotiate or settle legal issues related to the Town's activities and functions.

An Associate Attorney position is distinguished from a Senior Attorney position by the numbers and range of attorneys, professionals and staff supervised and the level of independence and responsibility an Associate Attorney is expected to exercise.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Associate Attorneys must perform similar activities and tasks as those described in the Senior Attorney job description in legal areas that affect the Town's missions and programs. In addition, Associate Attorneys:

- Orally present and argue legal issues with program administrators, other attorneys and parties to legal disputes. Such presentations are designed to convince others of a particular point of view by thorough analysis of cases or statutes, and skilled logical thinking. Although these presentations vary in length and degree of formality, they usually involve detailed legal authority, preparation and formulation of a persuasive argument.
- Prepare detailed, accurate and convincing legal memoranda accompanied by appropriate citations in support of actions taken by Town officials, boards and employees.
- Participate in numerous conferences and meetings preparatory to legal and administrative proceedings in order to exchange specific information regarding Town official actions and the legal basis therefore, as well as to advise Town officials regarding the legality of these actions or determinations and may, as appropriate, suggest changes to conform to legal requirements.
- Provide legal consultation to Town officials on proposed legislation, legality of anticipated decisions, effect of new legislation, etc.
- Supervise Senior Attorneys and assist in job training, and advise on proper court and law office procedures.
- Provide legal assistance and support to Town officials at policymaking levels on issues or problems for which there may be little precedent or which may have a major impact on particular Town missions or programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good working knowledge of the New York State and United States Constitutions, and of primary fields of law such as civil and criminal procedure, administrative law, evidence, torts, contracts and real property;
- Good working knowledge of the laws of New York, such as Town Law, General Municipal Law, Local Finance Law, Municipal Home Rule, Public Officers Law;
- Good working knowledge of rules, regulations, policies, judicial and administrative determinations governing the programs and functions of town governments and the special-purpose governmental units within the same;
- Good working knowledge of the jurisdiction, functions, organization and rules of practice of the New York State and Federal court systems;
- Good working knowledge of the various types of legislation, (federal, state and local), and the various legislative processes and requirements related thereto;
- Good working knowledge of the federal and state government systems and the interrelationships between federal, state and local government and of the different types of local government within New York State (i.e., cities, towns, villages, counties) and their interrelationships;
- Good working knowledge of the techniques employed in conducting legal research, preparing legal memoranda, analyzing legal problems and drafting legislation;
- Good working knowledge of the jurisdiction, organization, operations and programs of the Town of Colonie and its various boards, agencies and specialized units;
- Good working knowledge of the Code of the Town of Colonie, and the rules and regulations promulgated pursuant thereto;
- Good working knowledge of the techniques employed in preparing for trial, rules of discovery, investigative and interviewing techniques and trial techniques;
- Basic working knowledge of the principles and practices of supervision;
- Basic knowledge of computers and office equipment;
- Ability to organize complex and extensive factual and legal data into clear and logical sequences;
- Ability to analyze complex legal issues and identify significant issues, opinions and facts;

- Ability to both orally and in written form, convince others of the legality of a specific action or point of view;
- Ability to establish a working rapport with attorneys, the public, and fellow employees;
- Ability to supervise a legal staff;
- Ability to interpret laws, rules, regulations, court decisions, etc.;
- Ability to communicate information clearly and succinctly in both oral and written form;
- Ability to apply appropriate techniques of gathering information and present it in a convincing form;
- Ability to work in a dynamic, unstructured, stressful, crisis-orientated work environment and ability to assume independence in day-to-day activities within the framework of the policies, standards, guidelines and office procedures established by the Town Attorney and other higher-level attorneys and officials;

MINIMUM QUALIFICATIONS

J.D. Degree from an accredited law school, admission to the New York State Bar, admission to the United States District Court for the Northern District of New York.

Two years satisfactory work experience as a Senior Attorney in the Town of Colonie, or one year satisfactory work experience as a Senior Attorney for the Town of Colonie preceded by two or more years of satisfactory work experience as an attorney for a local or state agency providing comparable municipal law experience, OR three (3) years experience representing clients in litigation and/or administrative proceedings before state and local agencies.

Satisfactory completion of the New York State required legal education credits and ethics credits on a biannual basis.

Continued compliance with all requirements to practice law in the State of New York.