

DEPARTMENT: TOWNS
CLASSIFICATION: EXEMPT
APPROVED: FEBRUARY 17, 2010

TOWN PROSECUTING ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position that represents the Town in Justice Court on the prosecution of traffic violations, violations of Town laws, such as zoning and building code violations, and other matters that may properly come before Town Court. The incumbent may assist the Town Attorney on various legal matters. Leeway is permitted for the exercise of independent professional judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Prosecutes violations of traffic laws, zoning and building code violations, violations of other Town laws and other matters as may properly come before the Town Court;
2. Prepares pleadings, appeals, notices and other legal documents and papers;
3. Examines legal papers served upon or filed with departments and officials;
4. Appears in court on behalf of the Town, Town officials and Town employees, if appropriate;
5. Instructs Code Enforcement Officers, Dog Control and Animal Control Officers in the preparation of paperwork and other court documents;
6. Answers correspondence and prepares necessary reports;
7. Maintains confidentiality;
8. Observes all safety practices;
9. Assists the Town Attorney when assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of New York law, Town law, and zoning and building codes, as it pertains to matters coming before the Justice Court; good knowledge of court procedures and of the rules of evidence; good knowledge of the English language and legal terminology; skill in the preparation of pleadings, appeals, notices, affidavits, motions and other legal documents; ability to analyze, appraise and apply legal principles, facts and precedent to legal problems; ability to express oneself clearly in writing and verbally; good command of language; initiative; tact; courtesy; good professional and administrative judgment; good address; good professional appearance; physical condition commensurate with demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS:

Graduate of Law School **AND** admission to the New York State Bar.