

CITY OF AUBURN ASSISTANT CORPORATION COUNSEL

The City of Auburn will be employing the services of a full time Assistant Corporation Counsel. Attached to this announcement are general requirements of the duties of an Assistant Corporation Counsel.

The minimum qualifications are:

- *Juris Doctorate* degree from an accredited law school.
- Admitted to practice in the State of New York.
- A minimum of five (5) years legal practice within the State of New York.
- Conversant with Municipal Law, dealing with contracts, land use and a skilled background in litigation.

Compensation subject to negotiation dependent upon qualifications.

Upon employment or within a reasonable period of time thereafter, the individual so appointed must be a resident of the City of Auburn.

All resumes should be sent to:

John C. Rossi, Corporation Counsel
City of Auburn
24 South Street
Auburn, New York, 13021
Ph.: 315-255-1476
E-Mail: jrossi@auburnny.gov

ASSISTANT CORPORATION COUNSEL

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting the Corporation Counsel with providing legal counsel for the City of Auburn by reviewing and defending claims against the City, and prosecuting litigation for the City. The Assistant Corporation Counsel is responsible for representing the City in legal matters including real estate, tax foreclosures, zoning and planning and other related legal issues. Work is performed under the general supervision of the Corporation Counsel with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews and prepares legal documents such as contracts, deeds, leases, mortgages and other various legal documents;

Prosecutes all violations of municipal code, in particular zoning, building, housing, fire and dog control;

Prepares resolutions, ordinances and local laws for final drafting and approval;

Reviews, prepares, and negotiates contracts for the City;

Reviews and defends all assessments and tax claims;

Attends all council meetings and meetings of the city's various boards and commissions;

Represents City as plaintiff in collection and small claims procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of common law and local law and State and Federal laws relating to municipalities;

Good knowledge of civil court procedures and of the rules of evidence;

Good knowledge of the general workings and activities of city government;

Working knowledge of employee contract negotiation practices and procedures;

Ability to prepare drafts of legal instruments;

Ability to interpret laws, rules, regulations and court decisions;

Demonstrated ability in legal research, drafting of legal opinions, memoranda, preparing
of pleadings and related activities;

Ability to analyze and apply legal principles, facts and precedents to legal problems;

Ability to establish and maintain effective working relations with others;

Ability to communicate clearly and concisely both orally and in writing;

Honesty;

Integrity;

Ethical conduct in the practice of law;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

This position is in the exempt class. The minimum qualifications are to be determined by the appointing authority at the time of appointment.