

Jurisdiction: City of Ithaca  
Jurisdictional Class: Non-Competitive  
Adopted: 01/14/91  
Revised: 10/15/91, 05/19/97, 02/24/16

## **ASSISTANT CITY ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** The work of this class of employee is of a highly professional nature calling for the exercise of independent judgment in rendering legal opinions and assistance to the Mayor, to Common Council, to all City department heads, various commissions and boards. This employee, in consultation with the City Attorney, acts as legal advisor to the Board of Public Works and represents the City in all civil litigation. The Assistant City Attorney represents the People of the State of New York in certain classes of criminal actions based on violations of the Municipal Code. The Assistant City Attorney serves as an advisor to and consultant for all City staff seeking guidance in the many problems which arise in civil and municipal law effecting the operation of the City. Supervision may be exercised over the work of support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Together with the City Attorney, shall be the official legal advisor of the Mayor, Common Council, boards and other officers of the City;

Prosecutes and defends proceedings by and against the City and every department thereof as required, including, to the extent practicable, employee grievances and arbitrations;

As required, shall prepare legal papers, contracts, deeds and other instruments for the City and different boards thereof;

In the absence of the City Attorney, or as needed, attends meetings of Common Council and the Board of Public Works as advisor;

Assists the City Attorney in reviewing the legality of bills or claims presented to the Common Council or the Board of Public Works;

Appears on behalf of the People in proceedings before the City Judges in proceedings alleging violations of the Municipal Code, in particular, violations of Building, Housing, Zoning and Fire Code sections of the Code;

Inspects legal papers on or filed with the City departments and officials and shall take such action as may be necessary to protect the interests of the City in consultation with the City Attorney or in the absence of the City Attorney until the Common Council shall have the opportunity to review the report of the legal department concerning any such proceedings and make recommendations thereon;

Shall assist the City Attorney in maintaining the records of the legal department and to register all suits and proceedings in which the City is involved.

### **FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the law as it pertains to cities in the State of New York; good knowledge of the City Charter, Municipal Code, local laws, rules, regulations and policies of the City of Ithaca; good knowledge of the structure and organization of City government; excellent writing and speaking skills; ability to organize material; ability to effectively represent the City of Ithaca in legal proceedings and prosecute violations of the City of Ithaca Municipal Code; ability to establish effective working relationships with others; ability to successfully work with and serve a diverse local community; honesty; integrity; courtesy; tact; ethical conduct in the practice of law; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a New York State registered or regionally accredited law school **and** three years of experience in the practice of law with significant substantive experience representing clients.

Preference may be given to candidates with experience in civil, municipal, personnel and construction law and/or candidates with demonstrated familiarity with the legislative and administrative processes.

**SPECIAL REQUIREMENT:** A license to practice law in a recognized jurisdiction of the United States is required at the time of appointment. A license to practice law in New York State must be obtained within twelve (12) months of appointment and must be maintained for the duration of employment.