



TOWN OF GREENBURGH

OFFICE OF THE COMPTROLLER

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www.greenburghny.com

PAUL FEINER
Supervisor

ROBERTA ROMANO CPA
Town Comptroller
SHERI PORCELLO
Deputy Town Comptroller

JOB ANNOUNCEMENT

Deputy Town Attorney

Office of the Town Attorney

Resumes accepted through July 22, 2022.

Job Group: Management

Annual Salary: \$125,000 - \$135,000*

**Our compensation package includes comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and retirement plan.*

Please submit a cover letter and resume to personnel@greenburghny.com and indicate Deputy Town Attorney in the subject line of your e-mail.

The Deputy Town Attorney under the general direction of the Town Attorney is primarily responsible for a segment of municipal and town law, acting as counsel to the Planning Board and liaison to the Board of Ethics. Assists in rendering legal counsel to the Supervisor and Town Councilmembers, and other Town officials, and represent the Town in the courts in civil litigation. Carries out complex legal assignments in support of Town government and its departmental policies and procedures. This is a high-level professional position requiring thorough and working knowledge of laws governing municipal agencies in the State of New York. This position requires a high degree of independent judgement in the performance of duties. The Deputy Town Attorney will be consulted on major policy matters. Expected to support and work cooperatively with the Town Attorney, other Deputy Town Attorneys and staff to timely and professionally address the department's workload and responsibilities. Does related work as required.

Examples of Work (Illustrative Only):

- Investigates and researches the law and provides written or oral legal opinions to the Town Attorney, Town Supervisor and Town Councilmembers, and, as needed, Town Departments.
- Attends meetings of the Planning Board and Board of Ethics, and other board meetings as required. Attends meetings regarding land use regulations.
- May act on or on behalf of the Town Attorney or other Deputy Town Attorneys in their absence, attending meetings, and advising on legal issues;
- Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents as required for the Town and other departmental authorities or as needed;
- Examines legal papers on or filed with Town departments and officials;
- Appears in court to represent the Town whenever it is necessary to do so;
- Answers correspondence and prepares necessary reports;
- Defend Town in Article 78 proceedings

Desirable Knowledge, Skills, Abilities, and Attributes:

Thorough knowledge of the law as it pertains to towns and municipalities in the State of New York; working knowledge of the techniques of preparing legal memoranda, experience conducting legal research and analyzing legal issues. Knowledgeable about subdivisions, special permits, site plan permits, steep slope permits, wetland/watercourse permits, SEQRA, zoning amendment and code changes. Working knowledge of trial techniques; ability to express oneself clearly both orally and in writing; ability to organize material; ability to work efficiently to meet departmental and court deadlines; good interpersonal skills. Must have integrity, honesty, sound professional judgement; tact; and ethical conduct in the practice of law.

SUGGESTED MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from a recognized law school, admitted to practice law in New York State, and three (3) years of experience in the practice of civil law, preferably municipal law.

The Town of Greenburgh is an Equal Opportunity Employer. It is the policy of the Town of Greenburgh to provide for and promote the equal opportunity of employment, compensation, and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.

DEPUTY TOWN ATTORNEY

GENERAL STATEMENT OF DUTIES: Assists the Town Attorney in rendering legal counsel to the Supervisor, Town Board and other Town officials; represents the Town in the courts in civil litigation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Town Attorney, the incumbent carries out complex legal assignments in support of the Town government and its departmental policies and procedures. This is a high level professional position requiring a thorough knowledge of the laws governing municipal agencies in the State of New York. Incumbents exercise high degree of independent judgment in the performance of duties. However, the Town Attorney is usually consulted on major policy matters.

EXAMPLES OF WORK: (Illustrative Only)

Investigates the law and gives written or oral legal opinions to the Town Board, Town departments or the Town Attorney;

Acts for and on behalf of the Town Attorney in his/her absence;

Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents;

Examines legal papers on or filed with Town departments and officials;

Attend meetings of the Town Board and advises the Board on legal problems in the absence of the Town Attorney;

Appears in court to represent the Town whenever it is necessary to do so;

Answers correspondence and prepares necessary reports.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the law as it pertains to towns in the State of New York; good knowledge of the techniques of preparing legal memoranda, conducting legal research and analyzing legal problems; good knowledge of trial techniques; ability to express oneself clearly both orally and in writing; ability to organize material; good interpersonal skills; honesty; integrity; sound professional judgment; tact; ethical conduct in the practice of the law; physical condition commensurate with the demands of the position.

DEPUTY TOWN ATTORNEY

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SUGGESTED ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized law school and one (1) year of law practice.

SPECIAL REQUIREMENT: Possession of a license to practice law in the State of New York at time of appointment.

Towns
J. C.: Exempt
1a

Job Class Code: 0031