

NEW CASTLE COUNTY GOVERNMENT

Number 1555

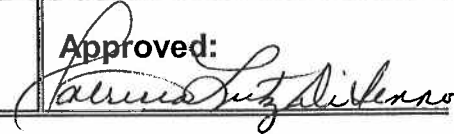
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Date 01/24/02

CLASS SPECIFICATION

Title: FIRST ASSISTANT COUNTY ATTORNEY

Approved:



GENERAL STATEMENT OF DUTIES: As chief assistant to the County Attorney, performs specialized professional and confidential legal work for New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible and confidential specialized legal work which involves preparing and arguing the County's position in litigation, providing legal counseling to County departments and agencies, and coordinating and overseeing litigation handled by the Assistant County Attorneys and by attorneys on contract to the County. Responsibilities also include conducting research and investigations and drafting legal documents. Work is performed under the general supervision of the County Attorney.

EXAMPLES OF WORK: (Illustrative Only)

- Prepares and argues the County's position in litigation;
- Coordinates and oversees legal work handled by the Assistant County Attorneys and attorneys on contract to the County;
- Advises County departments and agencies on legal matters;
- Drafts legal documents;
- Conducts research and investigations;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service.
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the rules of evidence and procedure; good knowledge of local Court rules; some knowledge of one or more substantive areas of law relating to County Government, such as workers' compensation, contracts, planning and zoning, personal injury, and pension; good knowledge of legal research and writing; ability to interpret and apply laws, ordinances, policies, and procedures; ability to establish and maintain effective working relationships with department managers, legal personnel, other agencies, and employees; ability to communicate courteously and effectively, both verbally and in writing; ability to draw valid conclusions; ability to pass a Class III County physical examination.

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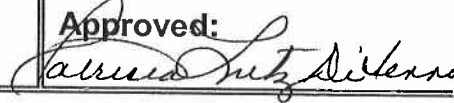
CLASS SPECIFICATION

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Date 01/24/02

Title: FIRST ASSISTANT COUNTY ATTORNEY

Approved:



ACCEPTABLE EXPERIENCE AND TRAINING: At least two years experience as an Assistant County Attorney for New Castle County Government; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 05/22/89
Revised: 04/01/94
Revised: 05/01/99
Revised: 01/24/02