

## **Job Posting for Town Attorney of the Town of North Greenbush**

The Town of North Greenbush is accepting letters of interest and resumes for the position of Town Attorney. The salary is established by the Town Board and based on qualifications and experience.

The Town Attorney is appointed by the Town Board (Board) and represents the Town, the Board and Town Departments with respect to certain legal affairs of the Town. This representation includes the Supervisor, Board, elected officials with respect to the prosecution and/or defense of all actions and proceedings brought against the Town. The Town Attorney responsibilities also include but are not limited to the following:

- Conducts legal research on behalf of the Supervisor, Board and Department heads, providing legal opinions to the Board.
- Drafts proposed legislation, local laws, ordinances, regulations, and policies for the Town and reviewing legislative proposals submitted by outside agencies, individuals, and special interest groups which may impact the Town.
- Examination and approval of title to all real property acquired by the Town and preparation of documents regarding the purchase and sale of Town property; conducting real property closings as necessary for the Town.
- Preparation and review of agreements, leases and easements affecting Town-owned property.
- Preparation and/or review of all contracts between Town departments and vendors. Initiate and defense of actions and proceedings on behalf of the Town.
- Prosecution of foreclosure proceedings brought against the Town.
- Review and approval of bids, specifications and purchasing procedures.
- Investigation of all claims against the Town and coordination of defense of claims with outside counsel retained as required.
- Defends Town against Tax Certiorari lawsuits.
- Prepares amendments to the Town Code.
- Advises with respect to Special Districts such as: Water District, Sewer District and Ambulance District.
- Reviews personnel matters and personnel contracts.
- Reviews bonding documents in collaboration with bond counsel.
- Reviews and advises the Board on intermunicipal agreements with various New York State and County entities.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Thorough knowledge of the law as it pertains to towns in the State of New York; Ability to read, write, speak, understand and communicate sufficiently to perform the essential tasks of the position; High degree of integrity; Good judgment, tact, courtesy, accuracy and dependability; Experience with Human Resources and Payroll processes.

**PREFERRED EDUCATION, TRAINING AND EXPERIENCE:** Admission to the Bar of the State of New York; Experienced applicants preferred; This is a “public officer” position, and the appointee must meet the requirements specified in NYS Public Officers Law.

Interested applicants should send a resume and/or letter of interest outlining background and qualifications with references as soon as possible to: Comptroller, Town of North Greenbush, 2 Douglas Street, Wynantskill, NY 12198 or via email at [mchaires@northgreenbush.org](mailto:mchaires@northgreenbush.org).