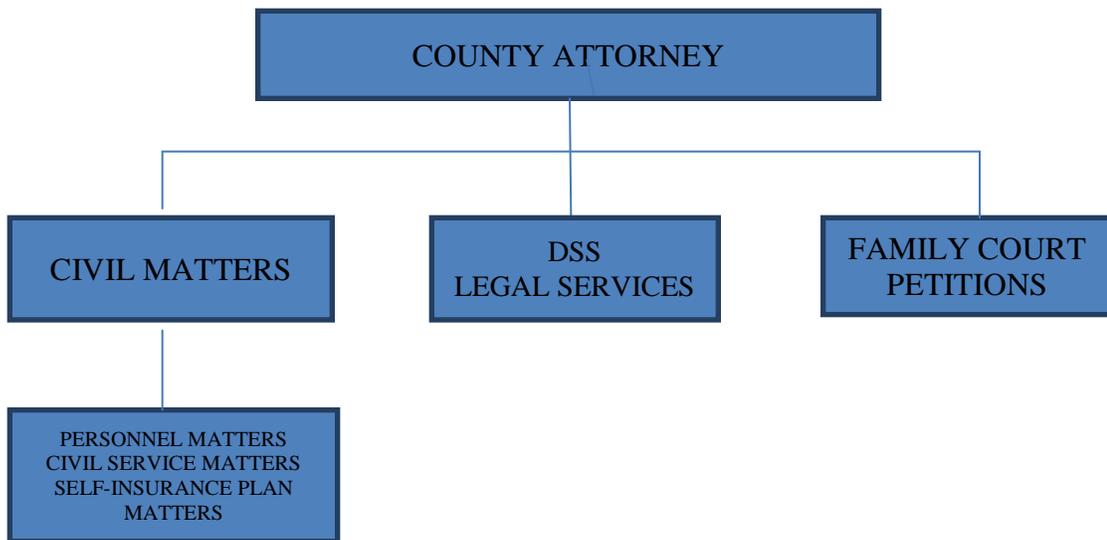


COUNTY ATTORNEY

ORGANIZATIONAL CHART



DEPARTMENT DESCRIPTION

The County Attorney provides legal counsel to the County, its officers, departments and employees in all matters involving an act of a civil nature and prosecutes and defends all such actions and proceedings brought by or against any of the aforementioned entities. The duties also include transactional activities such as review of bids, preparation of contracts and leases involving transactions in which the County is an interested party. The County Attorney drafts new legislation at the direction of the County Legislature and attends meetings of the Legislature and its committees. In addition to the foregoing, the County Attorney advises and consults with the Chief Administrative Officer on labor and employment issues including labor-management and with respect to the three collective bargaining units. These duties typically involve grievances, collective bargaining agreements, NYS PERB and NYS SDHR matters. The County Attorney also advises and consults with the Director of Personnel and the Chief Administrative Officer on matters pertaining to personnel, civil service and the Orleans County Self-Insurance Plan.

The Assistant County Attorneys are exclusively assigned to duties involving the Department of Social Services and Family Court Petitions under the Family Court Act and County Law.

STRATEGIC FRAMEWORK

Mission:

To provide the County of Orleans with quality legal representation in the civil areas as efficiently and cost effectively as possible.

Key 2012 Accomplishments:

1. Due to the coordinated efforts of the offices of Chief Administrative Officer, Director of Personnel and Self-Insurance and the County Attorney, Orleans County had no formal arbitration proceedings within the past year and the fewest number of pending law suits in many years.
2. Orleans County continues to belong to New York Municipal Insurance Reciprocal, a municipally focused, general liability, public officials and casualty insurance reciprocal for the provision of the majority of its insurance needs.
3. Continued successful representation to Social Services and Probation with respect to child abuse/neglect cases, family offenses, juvenile delinquents, Petitions of termination of parental rights, Child Support collection and Medicaid Reimbursement cases.

Key 2012 Goals:

1. The primary goal of the County Attorney’s Office will be to maintain high quality legal services for the County of Orleans in a most cost effective, reliable and unobtrusive manner.
2. Work closely with other departments to establish and implement policies and procedures to minimize risk and promote harmonious labor relations.
3. Work closely with NYMIR to further reduce number of litigation files.

BUDGET SUMMARY

<u>Appropriation By Object</u>	<u>Actual</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Original 2012</u>	<u>Adjusted 2012</u>
Personnel Services	179,380.96	183,817.35	189,352.80	189,352.00	189,352.00
Contractual	41,634.74	41,034.47	57,769.09	56,689.00	67,189.00
Employee Benefits	<u>29,619.82</u>	<u>34,091.18</u>	<u>44,933.17</u>	<u>59,753.00</u>	<u>59,753.00</u>
Total Appropriation	250,635.52	258,943.00	292,055.06	305,794.00	316,294.00
Revenue	<u>161,298.00</u>	<u>164,675.50</u>	<u>168,659.00</u>	<u>169,314.00</u>	<u>169,314.00</u>
Net County Support	89,337.52	94,267.50	123,396.06	136,480.00	146,980.00
FTE's	1.5	1.5	1.5	1.5	1.5

BUDGET HIGHLIGHTS

1. No upward modifications in step and grade of County Attorney and Assistant County Attorneys.
2. Revenue received from Mental Health, Social Services and Health Departments is reimbursed by New York State for State programs, thereby reducing local cost share.
3. Contractual relationship between District Attorney's Office and County Attorney's Office provides for cross-appointment of two attorneys in District Attorney's Office to handle certain proceedings in Family Court and Drug Court, thereby eliminating need for an additional FTE in County Attorney's Office.

INDICATORS

Litigation files closed during year	4
Litigation files pending during year	6
Claims/Notices of Intent files closed during year	4
Claims/Notices of Intent files pending during year	2