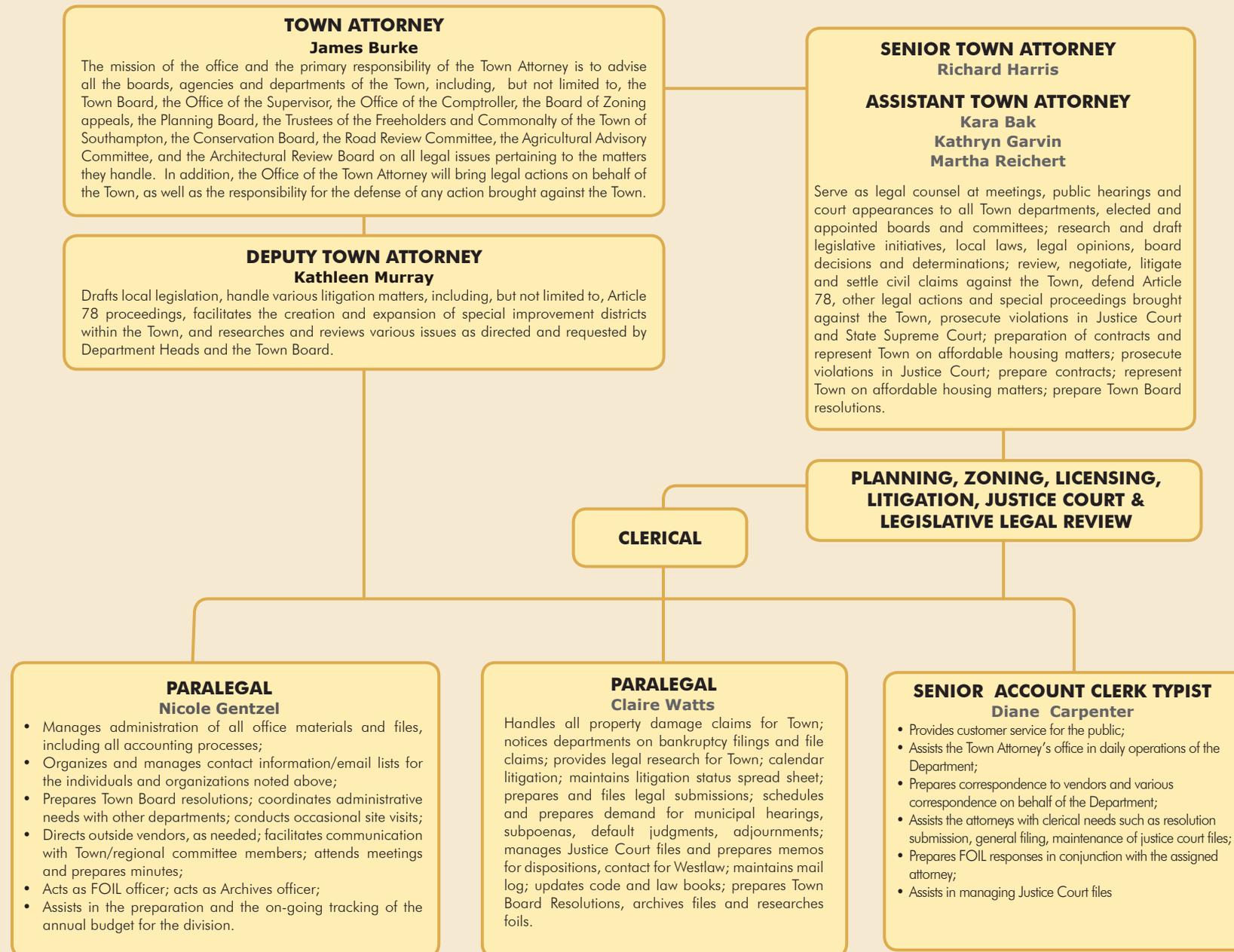


TOWN ATTORNEY

2018 ORGANIZATIONAL CHART



Department Summary

Department: Town Attorney

Budget Year: 2018

Division: Town Attorney

Tax District: Full Town

Cost Center #: 1420

Manager: James Burke

NOTES:

Departmental Mission & Responsibilities:

The Office of the Town Attorney provides legal advice, assistance and representation to the Town Board, as well as to all the other boards, committees, agencies, and departments of the Town. Other Boards include the Planning Board, Zoning Board of Appeals, Conservation Board, Architectural Review Board, Board of Trustees of the Freeholders and Commonalty of the Town of Southampton, Licensing Review Board, Historic Landmarks Board and Assessment Review Board. Legal support is also provided to, among others, the Audit Advisory Committee, Safety and Loss Committee, Road Review Committee and other entities designated by the Town Board. The Town Attorney's Office also provides legal resources and advice with respect to several specialized areas of the law and matters that span departments and taxing districts, such as: Freedom of Information Law (FOIL) requests; formation and administration of special districts such as fire, ambulance, water, etc.; formation of planned development districts (PDDs); moratoria; State Environmental Quality Review Act (SEQRA) matters, including preparation of environmental impact statements; special events; labor and employment matters; and drafting support for local laws, ordinances and resolutions.

This Department is also instrumental in ensuring Requests for Proposals, bids and contracts and ensuring compliance with applicable laws.

Workload:

The Town Attorney's Office workload includes the following:

1. Legal representation of all Town Boards, agencies and departments.
2. Coordination and review of all outside counsel services to the Town, including labor relations legal counsel.
3. Enforcement of matters in Justice Court and Supreme Court.

Goals & Objectives:

To provide legal representation to all Town Boards, agencies and departments.

To further limit the need to use the services of outside counsel, thereby cutting costs to the Town.

Legal Authority:

Office of the Town Attorney was established by the Town Board pursuant to Section 20(2) of Town Law.

Employee Compensation & Benefits Schedule

| Position | Class/Grade/Step | Base Salary | Longevity | Other Comp | Total Comp | Medical Benefits | Employer FICA | Retirement | Other Benefits | Total Benefits | Total Comp. & Benefits | Yrs Srv 1/1/18 | Alloc. % |
|-----------------------------------|--|----------------|---------------|--------------|----------------|------------------|---------------|----------------|----------------|----------------|------------------------|----------------|----------|
| Town Attorney | | | | | | | | | | | | | |
| Town Attorney - 1420 | | | | | | | | | | | | | |
| Town Attorney | ADMINISTRATIVE | 138,010 | 4,000 | 5,637 | 147,647 | 1,318 | 8,777 | 20,444 | 1,569 | 32,108 | 179,755 | 1.8 | 100.0 |
| Assistant Town Attorney | ADMINSUPPORT | 97,419 | 0 | 0 | 97,419 | 12,406 | 7,508 | 13,496 | 1,093 | 34,503 | 131,922 | 5.2 | 100.0 |
| Assistant Town Attorney | ADMINSUPPORT | 97,419 | 1,910 | 0 | 99,329 | 27,346 | 7,655 | 13,758 | 1,100 | 49,858 | 149,187 | 9.0 | 100.0 |
| Assistant Town Attorney | ADMINSUPPORT | 97,419 | 2,865 | 0 | 100,284 | 27,346 | 7,728 | 13,890 | 1,103 | 50,066 | 150,349 | 13.4 | 100.0 |
| Deputy Town Attorney | ADMINSUPPORT | 118,338 | 4,000 | 0 | 122,338 | 27,346 | 8,408 | 16,944 | 1,335 | 54,033 | 176,371 | 15.0 | 100.0 |
| Paralegal | ADMINSUPPORT | 61,999 | 2,431 | 0 | 64,430 | 12,682 | 4,929 | 8,859 | 248 | 26,717 | 91,147 | 14.8 | 100.0 |
| Senior Assistant Town Attorney | ADMINSUPPORT | 97,419 | 0 | 0 | 97,419 | 26,686 | 7,508 | 13,496 | 1,093 | 48,783 | 146,202 | 3.3 | 100.0 |
| Principal Clerk | CSEA40HOUR-NEW / CSEA40HOUR-NEW - F / Step 6 | 60,214 | 3,613 | 0 | 63,827 | 26,686 | 4,936 | 8,871 | 941 | 41,433 | 105,261 | 13.4 | 100.0 |
| Senior Clerk Typist | CSEA40HOUR-OLD / 13A / Step 2 | 82,106 | 8,211 | 0 | 90,317 | 29,506 | 6,981 | 12,548 | 1,283 | 50,319 | 140,636 | 28.9 | 100.0 |
| Total Town Attorney - 1420 | | 850,343 | 27,029 | 5,637 | 883,010 | 191,318 | 64,431 | 122,305 | 9,765 | 387,820 | 1,270,830 | | |

NOTES:

