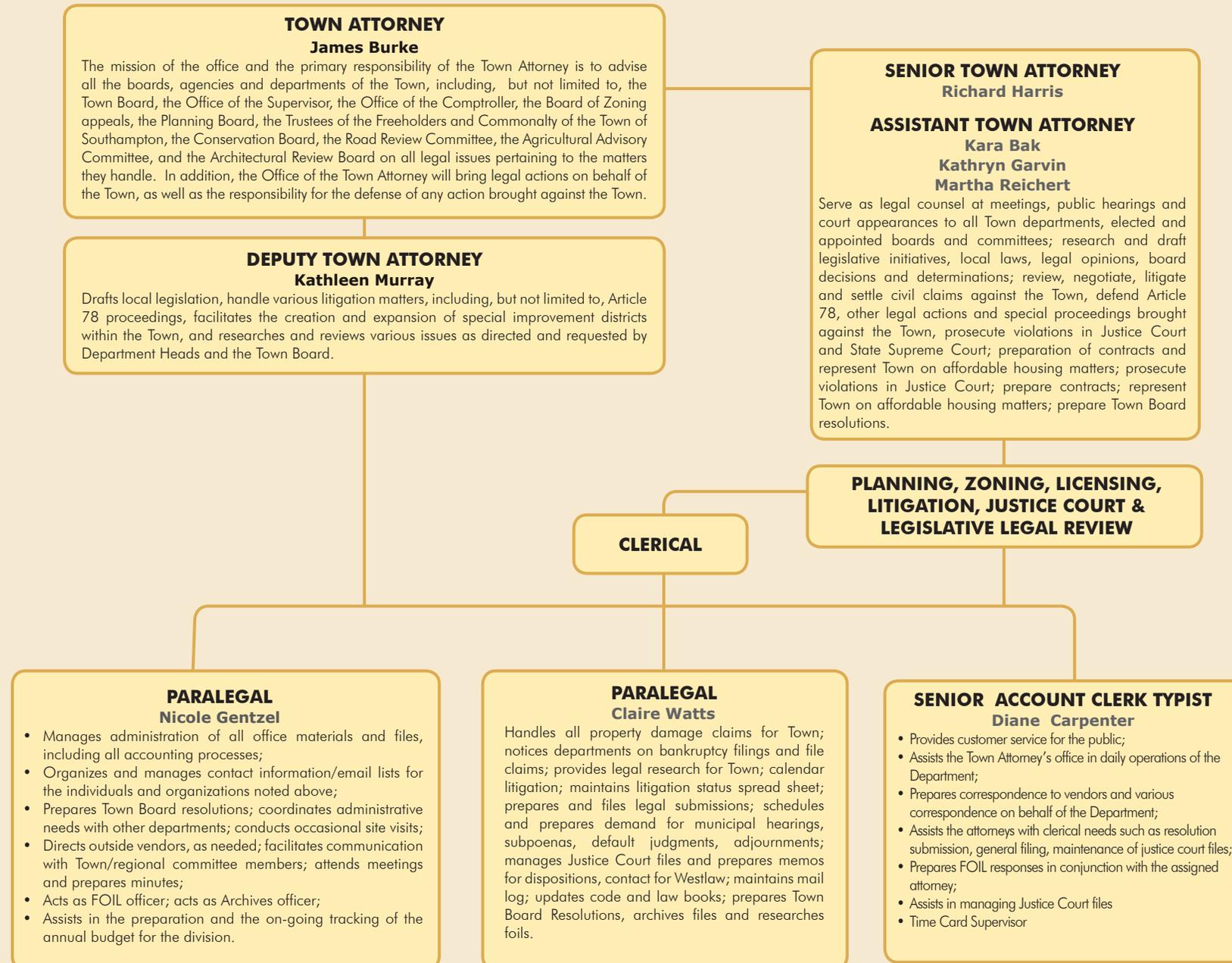


# TOWN ATTORNEY

## 2019 ORGANIZATIONAL CHART



# Department Summary

---

*Department: Town Attorney*

**Budget Year:** 2019  
**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.

The Office of the Town Attorney is also responsible for all Town litigation, which typically averages over 200 active claims, cases and appeals at any given time, the defense of which is either handled directly by in-house staff or through outside counsel. The Town Attorney's Office also handles the prosecution of all Town Code violations in the Justice Court, parking violations, and all enforcement actions in State Supreme Court.

The Town Attorney's Office includes the Division of Code Services, consolidating the Investigation and Enforcement Unit, the Fire Prevention and Fire Marshal function, and Animal Control into one unit, whose overriding purpose is the enforcement of all applicable NY State and local Town codes and ordinances.

## **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 1/1/19	Alloc. %
<b>Town Attorney</b>													
<b>Town Attorney - 1420</b>													
Town Attorney	ADMINISTRATIVE	140,770	5,000	6,002	151,772	1,332	8,838	19,623	1,593	31,386	183,158	2.8	100.0
Assistant Town Attorney	ADMINSUPPORT	99,367	2,982	0	102,349	29,184	7,887	13,237	1,113	51,421	153,771	10.0	100.0
Assistant Town Attorney	ADMINSUPPORT	99,367	2,982	0	102,349	29,184	7,887	13,237	1,113	51,421	153,771	14.4	100.0
Assistant Town Attorney	ADMINSUPPORT	86,700	0	6,002	92,702	1,332	7,141	11,986	985	21,445	114,147	1.1	100.0
Deputy Town Attorney	ADMINSUPPORT	120,705	4,828	0	125,533	29,184	8,455	16,235	1,353	55,226	180,759	16.0	100.0
Paralegal	ADMINSUPPORT	63,239	2,530	0	65,769	13,344	5,031	8,445	241	27,061	92,830	15.8	100.0
Senior Assistant Town Attorney	ADMINSUPPORT	99,368	2,982	0	102,350	28,344	7,887	13,237	1,113	50,581	152,931	4.3	100.0
Paralegal	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 2	56,664	0	6,002	62,666	1,332	4,911	8,243	1,766	16,251	78,917	1.1	100.0
Senior Office Assistant	CSEA40HOUR-OLD / 13A / Step 4	88,489	8,849	0	97,338	31,344	7,629	12,805	2,746	54,524	151,862	29.9	100.0
<b>Total Town Attorney - 1420</b>		<b>854,669</b>	<b>30,153</b>	<b>18,006</b>	<b>902,828</b>	<b>164,580</b>	<b>65,666</b>	<b>117,049</b>	<b>12,022</b>	<b>359,317</b>	<b>1,262,145</b>		

NOTES:

