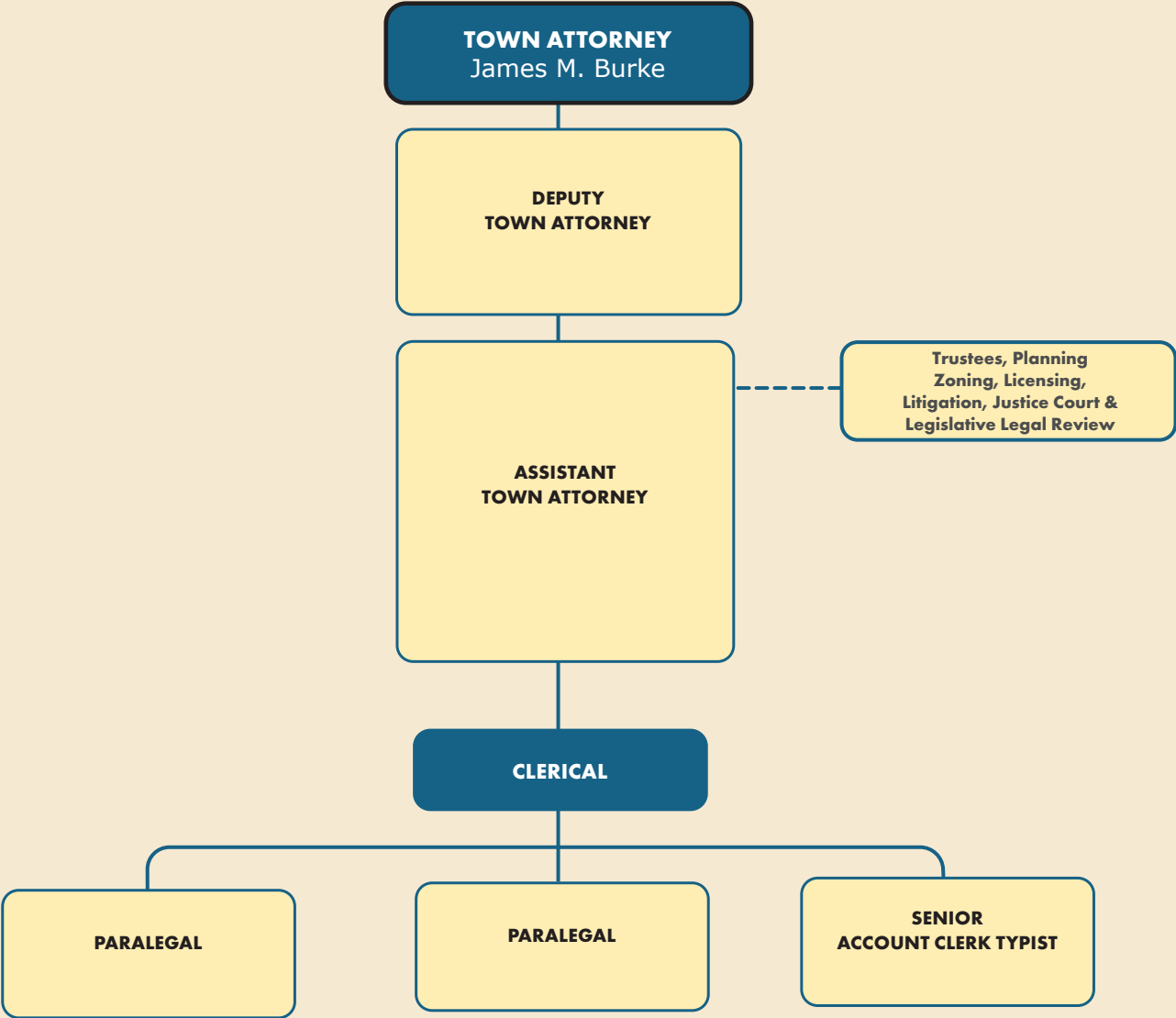


2022 ORGANIZATIONAL CHART
TOWN ATTORNEY

Main Line: 287-3065
Fax: 287-3662



TOWN ATTORNEY - SUMMARY

Department: Town Attorney

Budget Year: 2022

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 Attorneys 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 Attorneys 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 Attorneys 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 1/1/22	Alloc. %
Town Attorney													
Town Attorney - 1420													
Town Attorney	ADMINISTRATIVE	149,387	7,000	6,062	162,449	1,572	8,986	20,951	1,170	32,679	195,127	5.8	100.0
Assistant Town Attorney	ADMINSUPPORT	107,500	4,300	0	111,800	29,724	8,249	14,422	829	53,224	165,024	17.4	100.0
Assistant Town Attorney	ADMINSUPPORT	92,500	0	0	92,500	28,860	7,105	11,935	713	48,613	141,113	2.0	100.0
Assistant Town Attorney	ADMINSUPPORT	87,500	0	0	87,500	28,860	6,721	11,289	666	47,536	135,036	1.8	100.0
Assistant Town Attorney - Vacant	ADMINSUPPORT	105,449	0	0	105,449	28,860	8,099	13,604	799	51,363	156,812		100.0
Deputy Town Attorney	ADMINSUPPORT	130,050	6,503	0	136,553	29,724	8,609	17,616	1,017	56,966	193,519	11.0	100.0
Deputy Town Attorney	ADMINSUPPORT	130,050	6,503	3,587	140,140	29,724	8,661	18,075	1,016	57,476	197,616	19.0	100.0
Paralegal	ADMINSUPPORT	67,109	3,356	0	70,465	13,908	5,391	9,055	257	28,611	99,076	18.8	100.0
Paralegal (Proposed Sr. Admin Asst) *subject to civil service approval	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 1	66,795	0	6,062	72,857	1,572	5,595	9,397	540	17,104	89,961	4.1	100.0
Senior Office Assistant	CSEA40HOUR-OLD / CSEA40HOUR-OLD - 13A / Step 6	98,199	9,820	0	108,019	31,884	8,194	13,932	789	54,799	162,817	32.9	100.0
Intern	PART-TIME	5,000	0	0	5,000	0	384	0	55	439	5,439		100.0
Total Town Attorney - 1420		1,039,539	37,482	15,711	1,092,732	224,688	75,993	140,276	7,852	448,808	1,541,540		

NOTES:

