

SCHOOL ATTORNEY

Code No: 5-19-024

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional position involving responsibility for representing the school district in the courts in civil litigation and the preparation of various legal documents. This employee renders legal advice to the School Board and conducts legal activities in accordance with district policies. Direct supervision may be exercised over clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares cases for trial or tries civil law suits involving the school district;

Draws up legal documents;

Advises the District Superintendent and the School Board as to legal rights, obligations, privileges, and advisability of prosecuting and defending lawsuits;

Gathers evidence to formulate defense or to initiate legal action;

Represents the school district in court, and before quasi-judicial or administrative agencies of government;

Acts as trustee, agent, guardian, or executor;

Reviews pertinent decisions, statutes, policies, regulations, and other legal matters pertaining to the case;

Attends meetings of Board of Education as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of civil law as it pertains to a school in New York State; thorough knowledge of the New York State Education Laws; thorough knowledge of courtroom procedures and rules of evidence; thorough knowledge of district policies; good knowledge of school district functions, operations and services; ability to communicate effectively both orally and in writing; ability to analyze and apply legal principles, facts and precedents; ability to conduct legal research; ability to organize and present information; ability to prepare legal documents; ability to provide legal counsel; tact; ethical conduct in the practice of the law; integrity; good judgment; physical condition commensurate with the demands of the position.

ADOPTED: November 13, 1986