

ATTORNEY TO PLANNING BOARD PART-TIME

Code No.: 6-01-039

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in Town and Village government in which the incumbent provides legal counsel to the Planning Board. Employees of this class advise the Board and provide research on legal questions raised by Board members, staff and persons appearing before the Board. The employees are also responsible for defending the Board in proceedings brought in Court. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Attends Board meetings;

Attends public hearings on matters submitted to Board;

Attends joint meetings between Planning Board and other Town Agencies;

Advises Planning Board;

Researches law on specific legal questions raised by Board members;

Prepares ordinances, rules and regulations and in some instances local laws;

Defends Board in proceedings brought in Court;

Prepares pleadings;

Drafts briefs and memorandums of law;

Assembles records;

Performs liaison functions to Town Board.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Town and Village Planning laws, rules and regulations; good knowledge of courtroom practices and procedure; ability to instruct those unfamiliar with legal procedures; ability to research; ability to provide legal counsel; ability to communicate effectively both orally and in writing; organizational ability; flexibility; judgment, integrity, honesty, health commensurate with the demands of the position.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: March 24, 1983