

COUNSEL TO THE CITY SCHOOL DISTRICT

Code No: 950010

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important legal position involving responsibility for providing services to the City School District, including legal representation at various administrative and judicial proceedings, as well as, legal research, the preparation of briefs, legal papers, opinions, resolutions and legislation. General direction is received from the Superintendent of Schools, but considerable independent judgment is allowed for in legal matters. Supervision may be exercised over legal, professional, and clerical staff. 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):

Acts as legal counsel to the City School District, the Superintendent, and Board of Education;

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

Gathers evidence to formulate defense or initiate legal action on behalf of the school district;

Drafts briefs, legal documents, opinions, resolutions, and legislation;

Processes claims and litigations and renders legal opinions on activities of the City School District.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the Education Law of the State of New York; good knowledge of the Municipal Law of the State of New York; good knowledge of court procedures and related rules of evidence; good knowledge of the principles and techniques of grievance procedures, mediation, arbitration and collective bargaining; good knowledge of the City School District organization and policies; ability to prepare and draft legal instruments, pleadings and briefs; ability to analyze, appraise, and apply principles, facts and precedents to legal problems; ability to interview, counsel and bargain with parties involved in disputes; supervisory ability; good professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a Law School, and admission to the New York State Bar, plus two (2) years of paid full-time or its part-time equivalent experience in the practice of law.

REVISED: September 11, 1986