

ASSISTANT COUNSEL

Code No.: 5-19-074

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level professional legal position in the Office of Counsel of the Rochester City School District responsible for providing routine professional services as part of a team of legal counsels. Work is performed under general supervision of the Counsel to the City School District with wide latitude allowed to exercise professional judgment and structure work. Direct supervision is exercised over one or more 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):

Conducts legal research and drafts legal opinions;

Represents the City School district at administrative and statutory hearings, particularly at hearings pursuant to Education Law Section 3214;

Assists in service to district and legal counsel in matters raised by various City School District departments or District employees acting in an official capacity;

Drafts and primarily reviews legal documents to which the City School District is a party;

Assists in researching and defending the City School District against claims and lawsuits brought against it;

Assists in representing the City in negotiations with a variety of other parties, including vendors, contractors and labor unions;

Assists in the preparation of Board of Education resolutions and policy.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of education law of New York State and the major branches of civil law relevant to municipal legal work; good knowledge of administrative procedures; working knowledge of the general functions and administrative activities of school districts; ability to research, analyze and apply legal principles and precedents to factual situations; ability to communicate effectively both orally and in writing; ability to represent to district at various proceedings; good professional judgment; ability to communicate effectively both orally and in writing; ability to manage time and perform under pressure; tact and courtesy in dealing with others; integrity; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a law school of recognized standing and candidate for admittance to practice law in New York State.

SPECIAL REQUIREMENTS: Depending on position duties, candidates for employment with 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: November 13, 1986
jurisdictional classification changed by local action: 4-16-92
denied non-competitive 2/27/95