

ASSOCIATE COUNSEL

Code No.: 4-10-024
Competitive

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DISTINGUISHING FEATURES OF THE CLASS: This legal position is responsible for assisting the legal administrator of a school district including legal representation at administrative and judicial proceedings, as well as legal research, the preparation of briefs, legal papers, opinions, resolutions and legislation in accordance with law and local policies. General supervision is exercised over clerical support personnel. The employee reports to, and works under the general supervision of a higher level staff member. 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 allegations, and conducts prosecution for long-term suspension hearings in accordance with statutory due process requirements for students;

Prepares, drafts, researches, edits and submits legal documents and briefs to courts;

Defends and represents the school district in courts and before statewide administrative agencies such as the Human Rights Commission;

Drafts, negotiates, prepares and executes lease agreements for properties rented by the school district;

Evaluates and resolves questions regarding residency of students and tuition obligations, student emancipation, immunization requirements, custody and guardianship of students in separation, divorce and foster care situations;

Prepares Board of Education resolutions;

Performs legal work necessary for the purchase of real property;

Counsels with, and advises Education Facilities and Purchasing Department on, contracts for public bid;

Represents the school district at due process hearings regarding students;

Interprets questions and provides advice pertaining to the confidentiality and disclosure of student records;

Drafts school district's policies in educationally related areas;

Assists in mediation of ad hoc disputes with community agencies;

Provides legal counsel and advice for departments, schools, principals and employees on a regular basis.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the New York State Education Law; good knowledge of the NYS Municipal Law; good knowledge of local policies as they relate to school districts; good knowledge of the principles and techniques to grievance procedures, mediation, arbitration, and collective bargaining;

good knowledge of court procedures and related rules of evidence; ability to prepare legal instruments; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; ability to effectively utilize relevant case law; ability to conduct legal research; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State recognized Law School PLUS three (3) years paid full-time or its part-time equivalent experience as an Attorney admitted to practice before the courts of New York State.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise meet the transportation needs to the position.

ADOPTED: May 24, 1984

REVISED: November 5, 2015

Non-competitive for one (1) position at the Rochester City School District.