ASSOCIATE COUNSEL

Code No.: 4-10-024

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional position responsible for assisting the Counsel to the City School District with the legal activities of the City School District. The work is performed in accordance with law and local policies, under the general supervision of the Counsel to the City School District. Direct supervision is exercised over clerical support personnel. 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 various courts;

Defends and represents the City School District in various courts and before statewide administrative agencies such as the Human Rights Commission;

Drafts, negotiates, prepares and executes lease agreements for properties rented by the City 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 various contracts for public bid;

Represents City School District at due process hearings regarding handicapped students;

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

Drafts City School District's policies in educationally related areas;

Assists in mediation of ad hoc disputes with various community
agencies;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the NYS Education Law; good knowledge of the NYS Municipal Law; good knowledge of local policies as they relate to the City School District; good knowledge of court procedures and related rules of evidence; skill in the preparation of legal instruments; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; ability to conduct legal research; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective professional relationships; good judgment; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a Law School of recognized standing and admission to the New York State Bar, and in addition one (1) year of experience as an Attorney admitted to practice.

SPECIAL REQUIREMENTS: Depending on the 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: May 24, 1984