

ASSISTANT GENERAL COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the General Counsel, incumbents of this class are responsible for specialized professional work in the handling of legal matters for the Westchester Medical Center. Incumbents represent the interests of the Corporation before Federal and State courts, regulatory agencies and administrative tribunals. Some latitude is given for the exercise of independent judgment in assigned matters, with a superior available for supervision, consultation and/or advice. Supervision is not generally a function of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Drafts legislation, complaints, answers, interrogatories, legal memoranda, and other legal instruments, and prepares committee reports and transmittals, on behalf of the Corporation;

Prepares cases by researching questions of law and interpretation of statutes, and interviewing or consulting other parties;

Prepares legal documents such as contracts, leases, legislative resolutions, acts, etc.;

Conducts extensive legal research on subjects pertaining to court actions and Corporation issues;

Represents the Corporation in real estate transactions involving real property acquired, owned or sold by the Corporation;

Prepares cases for litigation, arranges for the service of legal papers, interviews and prepares witnesses, develops strategies, prepares and researches legal documents, negotiates settlements with opposing counsel, and litigates cases when negotiations fail;

Represents the interests of the Corporation before Federal and State courts, regulatory agencies, and administrative tribunals;

Monitors and supervises the activities of outside counsel and assists with case management for medical malpractice and general negligence cases;

Represents and appears on behalf of the Corporation in article 81 Guardianships, Mental Hygiene Law retention hearings, and General Municipal Law Section 50-h hearings;

Advises the directors, officers, and employees of the Corporation with respect to ongoing and potential litigation;

Researches and writes legal opinions on a variety of legal issues including, but not limited to, regulatory issues, litigation, and procedural and substantive matters;

Prepares legal briefs and represents the interests of the Corporation in appeals in Federal and State courts, before administrative law judges, and administrative tribunals;

EXAMPLES OF WORK: (Cont'd)

Reviews summons and complaints served upon the Corporation and its departments as defendants by investigating claims, consulting departmental personnel, preparing motion papers and legal memoranda, conducting pre-trial discovery, and engaging in settlement negotiations with opposing counsel;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed. .

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of contract law, municipal law, and health care law; ability to identify, comprehend and analyze complex legal issues; ability to succinctly and coherently express complex concepts in writing; ability to organize material; ability to establish and maintain effective working relationships; ability to inspire trust and confidence; ability to comprehend and carry out complex oral and written instructions; ability to present arguments clearly, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; tact, sound professional judgment; ethical conduct in the practice of law; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a school of law with a LL.B or J.D. Degree*.

SPECIAL REQUIREMENT: Admission to the Bar of the State of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.