

ASSOCIATE GENERAL COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent of this class functions as the principal assistant to the Executive Vice President/General Counsel, performing a full range of complex legal activities in support of the Westchester County Health Care Corporation and departmental policies and procedures. Responsibilities include providing legal advice and representation to executive and top level administrators to ensure that the interests of the Westchester County Health Care Corporation are represented and to ensure compliance with the law. As determined by the Executive Vice President/General Counsel, the incumbent of this position is assigned to, and in charge of, various components of the division of legal affairs. General supervision is exercised over subordinate legal and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews and interprets policies and procedures, laws and regulations to ensure accurate implementation of services;

Carries out complex and sensitive legal assignments which are potentially precedent-setting;

Prepares and supervises the preparation of legislation and complex legal instruments proposed by the Westchester County Health Care Corporation (i.e. leases for office space, contracts for goods and services, deeds, mortgages, concession agreements, etc.);

Reviews and assigns matters including all incoming legal papers, pleadings, motions, correspondence, etc.;

Confers with and provides assistance and advice to executives, division heads, and other administrators of the Westchester County Health Care Corporation;

Maintains liaison with legislative committees;

Confers with opposing counsel and serves as liaison between these attorneys and executives of the Westchester County Health Care Corporation;

Prepares and may present cases in original or appellate courts;

Directs the development of internal operating policies and procedures to facilitate the effective management of resources;

Directs the handling of complaints and information;

Forecasts departmental staffing needs and initiates action to fulfill those needs;

Establishes collateral relationships to achieve staff development objectives;

Supervises the issuance and service of subpoenas for witnesses;

EXAMPLES OF WORK: (Con't)

Assists in the formulation of departmental policy;

Guides, directs and supervises the work of subordinate attorneys;

Directs the preparation and control of the division's budget;

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

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of Federal, State and local laws governing civil practice, administrative law, health care law, and supporting rules and regulations; thorough knowledge of the laws, regulations and policies governing municipal agencies; thorough knowledge of the techniques of preparing legal memoranda, conducting legal research, analyzing legal problems and drafting legislation; thorough knowledge of the functions and programs of County government as they relate to the operation of the Westchester County Health Care Corporation; good knowledge of trial techniques; ability to establish and maintain effective working relationships; ability to analyze legal issues and identify significant cases; ability to inspire trust and confidence; ability to communicate information clearly both orally and in writing; ability to plan and supervise the work of a legal staff; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ethical conduct in the practice of law; sound professional judgment; initiative; resourcefulness; integrity; tact; discretion; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a school of law with an LL.B* or J.D.* Degree, and eight years of experience where the primary function of the position was as an attorney, four years of which must have been in the practice of municipal law or health care law.

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

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*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.

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J. C.: Exempt
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Job Class Code: E0730
J.G. Flat Rate