

COORDINATOR FOR LEGISLATIVE PROPOSALS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the County Attorney, the incumbent of this class provides legal counsel to elected officers and heads of departments. This position is responsible for specialized professional work in the handling of legislative proposals. Assignments cover a broad spectrum of issues and operational policies and procedures in County government with which the incumbent must be knowledgeable in order to advise department heads and officials in planning, researching and drafting legislative proposals. Supervision is not a regular responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Renders legal opinions to and gives legal advice to elected and appointed officials, department heads and commissioners;

Provides assistance to various department heads and/or their representatives in the planning, researching and drafting of proposed legislation;

Prepares the drafts of such legislation and forwards it for action by the appropriate legislative bodies, with particular attention to the technical requirements for proposed state legislation;

Meets with legislators and other governmental officials and employees, as may be necessary or desirable to ascertain needed documentation or other data necessary in the physical preparation and/or amending of such legislative proposals;

Attends legislative sessions and/or meetings as necessary for developing and tracking legislative proposals;

Advises County department heads and officials of the status and progress of various legislative proposal;

Carries out other related functions in connection with legislative proposals as directed by the County Attorney.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of Federal and New York State Constitutional Law, municipal law and CPLR; good knowledge of the legislative process; familiarity with Westchester County Charter, Law, and Administrative Code; familiarity with the techniques normally employed in planning, researching, analyzing and drafting legislation; ability to comprehend and carry out complex oral and written instructions; ability to organize material; ability to present arguments of law clearly and logically both by written and spoken word; ethical conduct in the practice of law; good judgment; ability to get along well with others; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from law school* and two years of experience in the practice of municipal law.

SPECIAL REQUIREMENTS: 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.