

COUNSEL TO THE COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the County Executive, this incumbent is responsible for performing legal research as well as preparing legal and legislative documents for the County Executive. The incumbent also conducts negotiations and participates in evaluations of issues as required. The work is performed with wide latitude allowed for the exercises of independent judgment in applying professional knowledge to specific problems although this will be confined to the limits of the powers and duties of the County Executive. Counsel and assistance may be provided to various County and other public officials as requested by the County Executive. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Researches the legal background to problems related to function, powers, and duties of the County Executive and his subordinates;

Prepares written reports on the breadth and depth of the function, powers and duties of the County Executive and his subordinates;

Attends meetings as required by the County executive;

Provides counsel to the County Executive relating to legal questions of the function, powers and duties of the County Executive.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the functions and practices of Westchester County and the County Executive; thorough knowledge of the principles and practices of County Law; thorough knowledge of the County Charter and Administrative Code; good knowledge of State and Federal Laws, Codes, and Regulations as they apply to the various departments throughout the County; good knowledge of the functions of all departments in the County; ability to communicate effectively both orally and in writing; ability to analyze and apply legal principles, facts and procedures to legal problems; good professional judgment and demeanor; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Law Degree* school and admission to the New York State Bar for a period of at least ten years.

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

West. Co.

J.C.: Exempt

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Job Class

H0089/H0092

Job Group:

Code: