

LEGAL CONSULTANT - DEPARTMENT OF LAW

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the County Attorney, the incumbent serves as a consultant to the County Attorney on legislative matters, for the purpose of keeping the County Charter and Code current. Supervision is not a function of this job. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts research into legislation possibly affecting current county charters, codes or local law;

Advises County Attorney on matters affecting local legislation;

Maintains appropriate contacts with various officials relative to local legislation;

Formulates and recommends changes in existing legislation;

Renders additional legal service as necessary.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of legal principles, procedures and terminology; thorough knowledge of laws and legal problems governing County governmental administration; good knowledge of the specialized legal problems and procedures involved in the County Charter and Code; good knowledge of the legislative and political workings of County government; good knowledge of the practices, procedures and techniques of conducting legal research; skill in conducting legal research; ability to analyze data and prepare effective reports based thereon; ability to speak and write effectively; integrity; resourcefulness; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a law school of recognized standing*, and eight years in the practice of law; three of which must have involved local government.

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 Department of Education as a post-secondary, degree-granting institution.