

RESEARCH ASSISTANT - COUNTY EXECUTIVE

GENERAL STATEMENT OF DUTIES: Acts as confidential legal advisor and researcher for the County Executive; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the County Executive, Deputy County Executive, and/or Chief Advisor to the County Executive, this position serves in a confidential research and advisory capacity to the County Executive on special assignments or projects. Assignments may cover a broad spectrum of current public issues or County operations requiring special attention as to their legal impact in the decision making process. This position may also act in a liaison capacity for the County Executive with legislative and other public officials as well as private attorneys as assigned. Supervision is not normally a characteristic of this position, however as supportive professional or clerical staff may be temporarily reassigned to assist with a research project in progress. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Carries out special research projects, as assigned, relating to current public issues or County operations, identifying the legal restrictions, impact and interpretation which might influence the decision making process;

Prepares reports on research findings for the County Executive citing appropriate legislation or case decisions;

Evaluates proposals made to the County Executive for their legal impact or required legislative action;

Evaluates pending and existing local, State and Federal legislation as to its impact on current or anticipated County operations;

Establishes and maintains appropriate contacts with the Law Department and other department officials in carrying out research activities;

Participates as directed in public hearings, legislative sessions, or contract negotiations as a representative of the County Executive;

Provides confidential legal advice to the County Executive on special interest issues.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the Federal and New York State Constitutions, laws governing civil practice, administrative law and supporting rules, regulations, legal terminology, forms and evidence; good knowledge of the specific laws, rules, regulations and policies, governing the programs of an agency; good knowledge of the techniques normally employed in preparing legal memoranda, conducting legal research, analyzing legal problems and drafting legislation; working knowledge of trial techniques; working knowledge of the functions and programs of the County.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)
government; working knowledge of legislative processes; ability to organize large volumes of factual and legal data into clear and logical sequences; ability to analyze legal issues and identify significant cases, opinions and facts; ability to communicate information clearly and succinctly both orally and in writing; ability to convince others of the legality of a specific action or point of view; ability to establish a working rapport with both legal and lay persons; ability to plan and supervise the work of legal staff; ability to orally present the County government's legislative position before individual legislative committees; sound professional judgement; initiative; resourcefulness; industry; integrity; dependability; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from an approved school of law* and one year experience in the practice of law.

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.