

## SENIOR ASSISTANT GENERAL COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the General Counsel, incumbents of this class are responsible for providing specialized professional services in the handling of legal matters for the Westchester Medical Center. Incumbents render legal counsel to directors, officers and employees of the Corporation, and draft, negotiate and review contracts, bonds, releases, indentures and other legal instruments. Incumbents exercise independent judgment in assigned matters, and provide limited supervision, in conjunction with others, over subordinate professional and clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Represents and advises the Corporation, its officers and employees, in connection with the negotiation of business, financial and legal transactions;

Renders written and oral legal opinions to directors, officers and employees, covering a wide range of subjects including: health, civil service, administration, regulatory, environmental, procurement, corporate, and related matters, in order to ensure compliance with the law;

Represents the Corporation in actions brought for, or against the Corporation, its officers or employees, in the State and Federal courts, and in hearings of administrative boards or bodies, both State and Federal;

Reviews contracts, leases and other legal instruments to ensure compliance with applicable law and regulatory requirements, protect the legal interests of the Corporation, and reduce any potential risk of exposure to legal liability;

Performs complex and extensive analyses and research of legal issues as required;

In conjunction with others, supervises and directs the work of subordinate professional and clerical staff;

Drafts legislation, contracts, leases, indentures, bonds, releases, disclosure documents, and other legal instruments;

Coordinates activities and negotiations with outside counsel and opposing counsel as required;

Negotiates for, and prepares agreements in connection with real property;

Advises, and provides assistance and guidance to subordinate professional staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of contract law, municipal law, and health care law; ability to identify, comprehend and analyze complex legal issues; ability to succinctly and coherently express complex concepts in writing; ability to organize material; ability to establish and maintain effective working relationships; ability to inspire trust and confidence; ability to comprehend and carry out complex oral and written instructions; ability to present arguments clearly, both orally and in writing; initiative; tact, sound professional judgment; ethical conduct in the practice of law; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a school of law with a LL.B. or J.D. Degree\* and either (a) four years of experience in the general practice of law, two of which must have been in healthcare law, in or for a healthcare facility; or (b) six years of experience in the general 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.