



CITY OF ALBANY  
HUMAN RESOURCES  
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MAYOR

**PLEASE POST CONSPICUOUSLY**

August 14, 2019

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

**Research Counsel**  
**Common Council**

The **Albany Common Council** has one (1) vacancy for the position of **Research Counsel** at a rate **commensurate with experience @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is in the Unclassified service of Civil Service.

Anyone who is interested in applying for this job should submit a ***cover letter and resume*** to City Clerk, Danielle Gillespie via e-mail at [dgillespie@albanyny.gov](mailto:dgillespie@albanyny.gov)

**EFFECTIVE 2/26/15 LOCAL LAW F – 2014**

*§ 62-1 of Chapter 62 of the Code of the City of Albany.*

*Residency for new employees. Except as otherwise provided by this section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.*

**POSTED UNTIL FILLED**  
**An Equal Opportunity/Affirmative Action Employer**

## **RESEARCH COUNSEL**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent supports the Common Council's legislative development and oversight functions and provides policy and fiscal analysis for the Common Council. Work assignments are received from Common Council members and committees and involve responsibility for research, budget review and development, and assisting in the development and review of legislation. Attendance at Common Council meetings is required. The incumbent works under the supervision of the President Pro Tem and Clerk of the Council.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Identifies, reviews, researches and analyzes policy, financial and budget issues, impacts and relative risks related to proposed council legislation, and executive initiated actions and interests;
- Attends and reports on Common Council committee meetings and caucuses, and drafts committee reports;
- Provides staff support to council standing and ad hoc committees; prepares, assembles and assures timely distribution of briefing materials to interested parties; and prepares and documents options and recommendations for committee action;
- Assist the Common Council in the annual budget process, including documentation and design of spreadsheets analysis, interpretation of and recommendations on revenue and expenditure data and trends, funding needs and staffing levels; coordinates with executive department to collect data, prepare reports, and gather information relative to the council's program and budget review needs;
- Prepare research papers and statistical and narrative reports;
- Identifies legal questions, and incorporates legal advice and opinions into policy analysis and recommendations to Council;
- Assists in updating and maintenance of Common Council website and related electronic materials;
- Receive, analyze and reply to a variety of correspondence, usually of a confidential and/or routine matter;
- Administer special matters of a confidential nature;
- Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the legislative processes, laws and regulations governing the actions of the Common Council;
- Thorough knowledge of local and state laws and the established precedents and sources of legal reference involved;
- Ability to organize, interpret and apply legal principles and knowledge to the particular circumstances;
- Good knowledge of English, spelling and punctuation;
- Good computer skills, including proficiency with Word, Excel, Microsoft office products, and computer research;
- Excellent communication skills, both verbal and written;
- Proficient in organizational and time-management skills;
- Ability to maintain records in a concise and organized manner;
- Ability to manage and prioritize multiple tasks;
- Ability to work independently;
- Ability to establish and maintain effective working relationships with other employees and the public;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Applicants must have an LL.B or J.D. degree from an accredited law school, and be admitted to practice law, registered and in good standing in the State of New York. Preference may be given to a candidate with experience in the practice of municipal law.