

## **GENERAL COUNSEL**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class has the responsibility for advising and representing the Authority in all legal matters including but not limited to; Local and State regulatory agency compliance, customer grievances, employee grievances, disciplinary hearings, collective bargaining unit negotiations, EEO and human rights matters, FOIL requests, vendor contracts and other Authority endeavors.

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

- Confers with and advises the officers, employees, and members of the Board of Commissioners on all legal matters;
- Prepares, assists in preparing, reviews and/or approves all documents pertaining to legal matters of the Authority;
- Handles all legal questions and matters arising under contracts of the Authority;
- Renders legal opinions on all matters submitted by the Authority;
- Assists and conducts any mandated employee trainings;
- Coordinates with outside counsel;
- Performs related work as required.

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

- Thorough knowledge of local and state laws and the established precedents and sources;
- Thorough knowledge of State mandated compliance matters, including but not limited to harassment, discrimination and affirmative action;
- Working knowledge of personal computers, office terminology, procedures and equipment;
- Ability to organize, interpret and apply legal principles and knowledge to the particular circumstances;
- Ability to understand and carry out oral and written directions;
- Ability to write legibly;
- Ability to meet and effectively deal with persons interested in legal matters under consideration;
- Mental alertness;
- High degree of accuracy;
- Neatness;
- Integrity;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from law school with an LL.B\* or J.D.\* degree AND three (3) years of work experience in a legal, policy or compliance field as a lawyer, law clerk, policy analyst, confidential advisor/assistant, investigator or paralegal.

**\*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.

**NECESSARY SPECIAL REQUIREMENT:** Possession of a license to practice law in the State of New York.