

## SCHOOL DISTRICT ATTORNEY

### DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position which is involved in the performance of responsible and difficult legal work. Independent judgment is called for in giving legal counsel to the Board of Education and other school authorities and when called for, representing them in court. Individual attorneys may have responsibility for occasional and special assignments such as functioning as a member of a School District contract negotiating team. School District attorneys receive general direction from the Board of Education and other high-ranking school officials. Direct supervision may be exercised over clerical personnel assigned to work with the attorney.

### TYPICAL WORK ACTIVITIES:

1. Performs legal research work;
2. Gives legal counsel to the Board of Education and other school officials;
3. Represents the School District in hearings and courtroom proceedings;
4. Prepares appeals, resolutions, notices and other legal papers and documents;
5. Examines legal papers served on or filed with the Board of Education or other school authorities;
6. Attends meetings of the Board of Education and advises the Board when requested;
7. Makes reports and answers correspondence;
8. May function as a member of the School District contract negotiating team;
9. May act as a hearing officer in disciplinary procedures or grievances;
10. Does related work as required.

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

Thorough knowledge of the laws, rules and regulations of the Federal government and New York State pertaining to Education; good knowledge of the body of Federal and State laws, rules and regulations; good knowledge of the general organization and functions of School Districts; ability to research, analyze and apply legal principles and precedence to specific cases and problems; ability to communicate clearly both orally and in writing; ability to maintain the confidentiality of facts and situations of a sensitive nature; good professional judgement, integrity, tact, physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

None.

### SPECIAL REQUIREMENT:

Candidate must be admitted to practice law as an Attorney or Counselor in the courts of record of this State as prescribed in Article 15 of the Judiciary Law of the State of New York.

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REVISED: 08/01/75  
08/15/78