

## **LEGISLATIVE ATTORNEY**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is professional level work involving the responsibility for providing legal opinions to and preparing legal documents for the County Legislature. This class differs from Attorney by the absence of courtroom responsibilities. The work is performed under the general direction of the Chairman of the Legislature with wide latitude allowed for the exercise of independent judgment in applying legal knowledge to specific problems. Legal opinions and documents shall be confined to the limits of the powers and duties of the County Legislature. Attendance at meetings outside normal working hours may be required.

### **TYPICAL WORK ACTIVITIES:**

1. Prepares all local laws, ordinances and resolutions, together with any connected notices or other documents upon receipt of a request which has followed designated channels;
2. Researches the legal background to problems related to the function, powers and duties of the Legislature and its employees;
3. Prepares written opinions on the breadth and depth of the function, powers and duties of the Legislature and its employees;
4. Attends all regular and special meetings of the Legislature;
5. Provides verbal counsel to members of the Legislature and its employees relating to legal questions of the function, powers and duties of the Legislature;
6. May attend committee and subcommittee meetings of the Legislature;
7. May attend the Republican and Democratic Party caucuses to discuss pending legislation before the Legislature;
8. Does related work as required.

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

Thorough knowledge of the functions and practices of the Legislature; thorough knowledge of the principles and practices of County Law; thorough knowledge of the County Charter; good knowledge of State and Federal Laws, Codes, and Regulations as they apply to the various departments throughout the County, such as Public Office Law, Municipal Law, Civil Service Law, Health and Sanitary Code, Civil Practices Law and Rules; working knowledge of the functions of all departments in the County; ability to communicate effectively both orally and in writing; ability to analyze and apply legal principles, facts and procedures to legal problems; good professional judgment and demeanor; tact; courtesy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Permitted to practice Law as an Attorney as prescribed in Article 15 of the Judiciary Law of the State of New York.

LS1209

ADOPTED: 03/26/79