

SCHOOL ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is responsible professional legal work for a school district performed with considerable leeway for the exercise of independent judgment in the analysis and disposition of cases. Duties are performed according to established legal procedures and objectives outlined by the board of education. Final responsibility for accurate and efficient performance of legal work is vested in this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Attends to all suits and other matters to which the school district is a party;
Renders opinions orally or in writing whenever required by the board of education or other school officials;
Approves forms given to and contracts made with the board;
Drafts and approves proposed regulations and other legal documents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of common law and state laws as they apply to school districts; skill in preparing and drafting legal instruments; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; good command of the English language; ability to get along well with others; good professional judgment.

MINIMUM QUALIFICATIONS: Qualifications are determined by the appointing authority. However, as appointees must serve in a professional capacity by statute, such appointees must be licensed to practice law in the State of New York.

NOTE: Must provide a current certificate of good standing.

SPECIAL REQUIREMENT: Possession of a license to practice law in the State of New York which must be maintained throughout the course of employment in this title.