

SENIOR LEGISLATIVE COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: This is professional work of a difficult nature involving responsibility for providing legal advice and assistance to the County Legislature. The work is performed in cooperation and consultation with the County Attorney and the Department of Law, as appropriate, but is independent of the County Executive and under the general direction of the Chair of the Legislature and in coordination with the Clerk to the Legislature. The work is distinguished from that of the Legislative Counsel in the responsibility for the most complex legal functions, independent judgment exercised in the completion of assignments, and guidance provided to Legislative Counsels. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs legal research, as directed by the Chair of the Rockland County Legislature, Committee Chair, or Clerk to the Legislature;
Oversees the legislative grant process (i.e, from the completion of initial applications through final funding activities) in order to ensure compliance with regulations and applicable laws;
Drafts proposed legislation, resolutions, local laws, etc.;
Drafts a variety of legal documents (e.g., those required for litigation), as directed by the Chair of the Legislature;
Reviews resolutions referred to the Rockland County Legislature by the County Attorney and provides legal opinions regarding such resolutions, as needed;
Analyzes proposed and existing legislation and prepares reports regarding such analyses;
Attends meetings of the Rockland County Legislature and its committees to provide legal advice, as needed;
Meets with Rockland County Legislators to provide legal advice on a variety of matters;
Prepares reports, memoranda, and legal opinions;
Attends a variety of meetings with County government staff and officials, community agencies, attorneys, etc., as assigned;
Provides guidance to Legislative Counsels and oversees the work of same.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of municipal law and pertinent Rockland County, federal, and New York State statutes; thorough knowledge of Rockland County government, including its operations and structure; ability to perform legal research and analysis; ability to prepare legal opinions, a variety of reports, memoranda of law, resolutions, etc.; ability to establish and maintain cooperative relations with others, especially members of the Rockland County Legislature; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Qualifications to be determined by the appointing authority.