

## **SPECIAL COUNSEL**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional work of a difficult nature involving responsibility for providing legal advice and assistance to the Minority Leader. The work is performed in cooperation and consultation with the County Attorney and Department of Law, but is separate from the County Executive and under the general direction of the Minority Chair. The incumbent of the position does not officially represent the County of Rockland and shall not perform duties in conflict with the County Attorney. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Performs a variety of legal research as directed by the Minority Leader;

Drafts proposed legislation;

Analyzes proposed and existing legislation and provides reports on such analysis to the Minority Leader;

Meets with legislative committees and/or individual legislators and provides legal assistance and advice on a variety of issues;

Prepares reports, memorandum, etc. concerning legal issues, proposed legislation, etc.;

May draft unofficial resolutions and/or local laws for a legislator and/or legislators;

May attend various meetings and report to the Legislature concerning the content of such meetings.

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

Thorough knowledge of the principles and practices of municipal law and the appropriate related County, State and Federal statutes; good knowledge of county government and its operation; ability to perform legal research and analysis; ability to prepare a variety of reports and memoranda, primarily of a legal nature; ability to establish and maintain successful relationships with the Legislature; ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:** Admission to the Bar of the State of New York. Other qualifications determined by appointing authority.

R.C.D.P. (04.01.2021) 05.17.2023

Non-competitive (Confidential/Policy influencing)