

SCHOOL ATTORNEY

DISTINGUISHING FEATURE OF THE CLASS: A School Attorney is responsible for representing the school district in all legal proceedings, including litigation and administrative hearings, resolutions and legal opinions for the Board of Education. Does related work as required.

TYPICAL WORK ACTIVITIES:

Serves as legal counsel for the School District; writes, and reviews contracts the District makes with outside individual or organizations;
Attends to all suits and other legal 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 official;
Approves forms given to and contracts made with Board; Drafts and approves proposed regulations and other legal documents.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of law;
Good knowledge of laws pertaining to contracts, petitions and other aspects of general legal work, especially in regards to school districts and New York State Education Law;
Ability to reason quickly and accurately in stressful situations;
Ability to get along well with others;
Ability to communicate clearly and concisely both orally and in writing;
Ability to establish and maintain good working relations with others;
Ability to efficiently gather facts through interview, research and investigation;
Ability to efficiently gather facts through interview, research and investigation;
Ability to establish priorities;
Conscientiousness and thoroughness;
Interest in maintaining a high standard of professional ethics;
Good professional judgement;
Physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS:

A license to practice law in New York State.