

SCHOOL ATTORNEY

GENERAL STATEMENT OF DUTIES: Performs professional legal work for a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is responsible professional work performed with considerable leeway for the exercise of independent judgement in the analysis and disposition of cases. Duties are performed according to established legal procedure and objectives outlined by the Board of Education or other school official.

EXAMPLES OF WORK: (Illustrative Only)

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 of other school official;

Approves forms given to and contracts made with board;

Drafts and approves proposed regulations and other legal documents.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of law; ability to express oneself clearly, both orally and in writing; ability to clearly express arguments of the law; ability to organize material; ability to get along well with others; integrity; ethical conduct in the practice of law; physical condition commensurate with the duties of the position.

DESIREABLE ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized law school and four years of experience in the practice of law.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: A license to practice law in New York State.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.