

Jurisdiction: Schools
Jurisdictional Class: Exempt
Revised: 6/23/92

SCHOOL ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is responsible professional legal work performed with considerable leeway for the exercise of independent judgement in the analysis and disposition of cases for a school district. Duties are performed according to established legal procedure 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: (Illustrative Only)

Attends to all suits and other matters to which the school district is a party; renders opinion 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 KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of law; ability to get along well with others; conscientiousness and thoroughness; interest in maintaining a high standard of professional ethics; good professional judgment; good physical condition.

MINIMUM QUALIFICATIONS: Admission to the Bar in New York State and four (4) years of experience as a practicing attorney, or any equivalent combination and education.