

Jurisdictional Class: Exempt for Oneida Herkimer Solid Waste Authority Only  
EEO Category: Professionals  
Adopted: 06/15/2018

### **AUTHORITY ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position requiring thorough knowledge of the laws of the State of New York. The incumbent serves as legal advisor and counsel to the Oneida Herkimer Solid Waste Authority. Supervision may be exercised over professional and/or clerical support positions.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Provides legal counsel and advice

Coordinates the activities of other special project attorneys working for the Authority;

Provides general advice, counsel, and legal opinions when necessary on all Authority members;

Negotiates agreements and contracts on behalf of the Authority;

Attends regular and special Authority meetings.

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

**CHARACTERISTICS:** Thorough knowledge of the law as it pertains to the Authority in the State of New York; good knowledge of the techniques of preparing legal memoranda, conducting legal research and analyzing legal problems/issues; ability to prepare for court proceedings; 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; honesty; good elocution; courtesy; tact; ethical conduct in the practice of the law; sound professional judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Admission to the Bar of the State of New York.