

[Go Back](#)**NASSAU COUNTY****Title : ATTORNEY (EMPLOYEE
RELATIONS)****SCHOOL DISTRICTS****Code: 070075 FDP****CLASS SPECIFICATION****Page : 1 of 1****Non-Competitive****GENERAL STATEMENT OF DUTIES**

Under general supervision, performs professional legal work in the field of employee relations; performs related duties as required.

COMPLEXITY OF DUTIES

This is responsible professional work performed with considerable leeway for the exercise of independent judgment in the analysis and disposition of cases. 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.

TYPICAL DUTIES

1. Acts as the representative of the Board of Education in direct negotiations with employee organizations.
2. Formulates proposals and prepares the Board's position for presentation to mediators or fact act finders where necessary.
3. Prepares all legal papers required under Article 14 of the Civil Service Law.
4. Renders opinions on matters relating to employee relations, orally or in writing, whenever required by the Board of Education.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the principles and practices of law.
2. Ability to prepare legal papers required under Article 740 of the Civil Service Law; injunctions as authorized, PERB hearings, etc.
3. Ability to get along well with others.
4. Interest in maintaining a high standard of professional ethics.
5. Good professional judgment.

MINIMUM QUALIFICATIONS**Training and Experience**

Graduation from a Law School approved by the University of the State of New York and five years experience as a practicing Attorney in the field of labor relations in the private sector

or

two years in Public Employee labor relations under the Civil Service Law.

Necessary Special Requirement

Licensed to practice law in New York State.

[Go Back](#)