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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SCHOOL ATTORNEY
Code: 070085 FEF
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Exempt

GENERAL STATEMENT OF DUTIES

Under general supervision, performs professional legal work for school district; 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. Attends to all suits and other matters to which the school district is a party.
2. Renders opinions orally or in writing whenever required by the Board of Education or other school official.
3. Approves forms given to and contracts made with Board.
4. Drafts and approves proposed regulations and other legal documents.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the principles and practices of law.
2. Ability to get along well with others.
3. Conscientiousness and thoroughness.
4. Interest in maintaining a high standard of professional ethics.
5. Good professional judgment; good physical condition.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from a Law School approved by the University of the State of New York, and two years of experience as a practicing attorney

or

Satisfactory equivalent combination of training and experience.

Necessary Special Requirement

Eligibility for a license to practice law by the State of New York.

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