

**ATTORNEY, ULSTER COUNTY RESOURCE RECOVERY AGENCY DISTINGUISHING FEATURES OF THE CLASS:**

This is professional legal work of a complex nature which involves the responsibility for advising the Ulster County Resource Recovery Agency in all legal matters on a day-to-day basis. This includes, but not limited to, contract review and negotiations, employment matters, attending monthly Board of Directors meetings, and other related board meetings as required, corporate compliance review, representing the Agency in court cases and the performance of other legal work. The work is performed under guidelines established by the Agency. Does related work as required.

**TYPICAL WORK ACTIVITIES:** Researches the law and renders written opinions to the Agency; Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents; Examines legal papers served on or filed with the Agency; Represents the Agency in court or at hearings. Reviews policies for corporate compliance as it relates to the ABO and industry best practice (including job descriptions, code of conduct, conflict of interest, etc.)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and practices of common law and of state laws as they apply to regional solid waste authorities; good knowledge of civil court procedure and the rules of evidence; good knowledge of employment law; skill in preparing and drafting legal instruments; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; good command of the English language.

**MINIMUM QUALIFICATIONS:** Possession of a license to practice law in the State of New York.

**NOTE:** Must provide a current certificate of good standing.

**SPECIAL REQUIREMENT:** License to practice law in the State of New York must be maintained throughout the course of employment in this title.

**SALARY & BENEFITS:** Part-time (18-20 hours per week). Benefits include NYSLRS and PTO. No health or dental benefits. Salary \$55,000.