

**ULSTER COUNTY RESOURCE RECOVERY AGENCY  
KINGSTON, NY**

<b>Job Title:</b> Agency Counsel	<b>Work Location:</b> Main Office/Remote
<b>Classification:</b> Administration	
<b>Salary:</b> \$75,000-\$85,000	<b>Hours Per Week:</b> 20 Hour workweek

**Distinguishing Features of the Position:**

The work involves responsibility for providing professional legal work for the Agency. The work is carried out in accordance with professional standards and involves providing legal advice regarding Agency affairs, representing the Agency in court cases, and providing a variety of other legal work as may be required. The work is performed under the general direction of the Executive Director and Agency Board of Directors.

**Position Responsibilities:**

The incumbent in this position may perform some or all of the following as well as other related activities not described:

- Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents.
- Researches the law and renders opinions to the Agency Board of Directors and Executive Director.
- Examines legal papers on or filed with the Agency.
- Attends meetings of the Agency board and Committees and advises on legal issues.
- Appears in court and represents the Agency as needed.
- Conducts correspondence and makes necessary reports.
- Conducts research on best practices in solid waste management and alternatives to current waste disposal methods.
- Prepares and manages Agency solicitations such as Bids, RFPs, and other methods of procurement.
- Provides counsel to staff in employment, administrative, environmental law, New York State and Federal regulation, and other issues that may arise.
- Acts as Secretary of the Board of Directors and will keep meeting minutes for the Board and committees.

**Special Assignments:**

From time to time on a temporary basis or in an emergency situation may assume some of the responsibilities of other job positions.

**Full Performance, Knowledge, Skills and Abilities, and Personal Characteristics:**

Good knowledge of the principles and the practice of law as it pertains to public benefit corporations and the ABO; skill in preparing and drafting legal instruments; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; good command of language; initiative, tact and courtesy; good professional judgement.

**Minimum Requirements:**

Must have a juris doctorate from an accredited law school.  
Must be licensed to practice law in New York.  
Three years experience in the practice of law is preferred.

**SALARY & BENEFITS:**

Part-time (20 hours per week). Benefits include NYSLRS, PTO, and health, vision and dental benefits. Salary \$75,000-\$85,000 annually

**Adopted: April 25, 2024**  
**Resolution #: 2615**