

DEPUTY CORPORATION COUNSEL

DISTINGUISHING FEATURES OF THE CLASS:

This is partially an administrative position involving responsibility for supervising a professional legal staff, implementing and executing the directions of the Corporation Counsel and the Mayor; acts as liaison between the legal unit and the Mayor, Common Council, and advises of the effects of local, state and national legislation upon the City. Has the authority, where necessary, to manage daily operations of the Legal Department.

EXAMPLES OF WORK: (illustrative only)

- Assists the Corporation Counsel in implementing and executing the legal work of the Corporation Counsel;
- Assists the Corporation Counsel in policy making decisions;
- Consults with Corporation Counsel, Executive Deputy Corporation Counsel and leadership team as needed concerning legal and policy issues;
- Assists in supervision of the legal work of Assistant and Senior Corporation Counsels, and clerical staff;
- Interprets contracts or other legal documentation to understand the impact to the City and communicates legal and business implications as needed;
- Participates in the development of new policies, procedures, and programs;
- Manages relationships with outside counsel, engages outside counsel in a strategic manner, and manages all legal work product;
- Assists in supervision of the drafting and implementation of local legislation for the Common Council;
- Assists in supervision of the real property acquisition and condemnation of property;
- Acts as liaison between the Corporation Counsel and Mayor, Common Council, on matters affecting local, state and national legislation upon the City;
- Performs related work as required.

GENERAL KNOWLEDGES, SKILLS AND ABILITIES:

- Good knowledge of municipal law;
- Thorough knowledge of local and state laws relating to the conduct of the City's operation;
- Good knowledge of judicial procedure; court procedures and rules of evidences;
- Experienced in navigating complex legal issues alongside senior executives within the company;
- Exceptional oral and written communication skills, along with the ability to work independently and as a team lead or member, as required;
- Ability in the preparation of proposed legislation, opinions, resolutions, contracts and other legal documents;
- Ability to organize, interpret and apply legal principles and knowledge to a particular circumstance;
- Ability to meet and deal effectively with persons interested in legal matters.
- Physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from law school with an LL.B* or J.D.* degree and five (5) years of experience in practicing law. Preference may be given to a candidate with experience in the practice of civil law. Litigation and contract experience preferred.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid license to practice law in the State of New York.