

LEGISLATIVE COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work involved with recommending, developing, implementing and communicating legislative policy for the County Legislature. Renders advice to the Chair on Rules of Order and other procedural questions during legislative meetings. Work is performed under general direction of the Chair and members of the County Legislature, with wide latitude allowed for the exercise of independent judgment in applying professional knowledge to specific problems within the scope defined by the powers and duties of the County Legislature. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees the preparation of local laws, ordinances, acts and resolutions upon receipt of a request;
Researches problems related to the function, powers and duties of the County Legislature and its employees;
Prepares written reports on the breadth and depth of the function, powers and duties of the County Legislature and its employees;
Attends all full Legislature meetings, all special meetings and all committee meetings of the County Legislature;
Renders advice to the Chair and members of the Legislature on Rules of Order and other procedural questions as they arise or as requested during Legislative meetings;
Oversees the implementation of policy for the County Legislature;
Acts as advisor to the Legislature and to its various Committees regarding matters of policy;
Recommends and coordinates appropriate ways to communicate initiatives and policy of the County Legislature through media and other mechanisms;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the functions and practices of the Putnam County Government in general and the Putnam County Legislature in particular; thorough knowledge of the County Charter and Administrative Code; good knowledge of State and Federal government; good knowledge of the various departments of Putnam County Government; ability to work with

great autonomy and to preserve confidentiality while dealing often with conflicting interests: ability to research effectively; ability to communicate effectively both orally and in writing; ability to analyze policy issues; good professional judgment and demeanor; tact; courtesy.

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