

**ASSOCIATE COUNSEL**  
(Albany Parking Authority)

**DISTINGUISHING FEATURES OF THE CLASS:** This position provides professional legal counsel to the Albany Parking Authority. The incumbent in this position reviews and assists with negotiations of contracts, customer grievances, employee grievances, disciplinary hearings, collective bargaining unit negotiations, EEO and human rights matters, FOIL requests, vendor contracts and other Authority endeavors. The incumbent provides legal advice and research services in addition to assisting in the drafting of legal documents, board policies and resolutions and advising staff members on compliance of applicable laws and regulations.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Reviews and assists with negotiation of Parking Authority contracts and proposals as requested;
- Assists with employee related matters including employee grievances, disciplinary hearings, collective bargaining unit negotiations, EEO compliance, hirings, terminations, and civil service compliance;
- Provides legal research services for the Parking Authority;
- In the absence of the General Counsel, attends and provides legal advice at meetings of the Board of Directors, and other meetings as assigned;
- Assists in drafting legal documents, board policies and resolutions, and other legal or related documents upon request;
- Keeps abreast of legislation, court decisions, and regulations affecting the Parking Authority;
- Advises Parking Authority staff on compliance with applicable laws and regulations and limit exposure to liability;
- Conducts legal research and prepares reports of various topics as requested by the General Counsel;
- Performs other duties as needed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the principles and practices of common law and of County, State and Federal laws governing the Parking Authority;
- Good knowledge of State mandated compliance matters, including but not limited to harassment, discrimination and affirmative action;
- Working knowledge of personal computers, office terminology, procedures and equipment;
- Ability to organize, interpret and apply legal principles and knowledge to the particular circumstances;
- Good command of language;
- Tact and courtesy;
- Good professional judgment;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

One (1) year experience in the practice of law as a lawyer, law clerk, policy analyst, confidential advisor/assistant, investigator or paralegal. and graduation from a law school recognized by the State of New York; or any equivalent combination of experience and training.

**SPECIAL REQUIREMENTS:**

Possession of a license to practice law in the State of New York.

**SPECIAL NOTE:**

Possession of a valid New York State Drivers' License is required at time of appointment.