



BOCES

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EMPLOYMENT OPPORTUNITY

Position: School Attorney
12 months, full-time

Reports to: Director of Employer/Employee Relations

Location: Jefferson-Lewis BOCES, Administration Building
20104 State Route 3, Watertown, New York 13601
Work schedule includes occasional travel and evening meetings

General Duties:

- Acts as Board's legal agent & representative in negotiations process on behalf of school districts, including contractual analysis, proposal development, negotiation, and labor relations services related to the implementation of collective bargaining agreements.
- Meets with and provides legal assistance, advice, and support to Superintendents and Boards of Education on a multitude of legal matters.
- Supervises the execution & administration of contractual agreements between school districts & the various employee organizations. Assists school districts with various human resources and personnel related matters including counseling, discipline and termination proceedings.
- Represents school districts in grievance & arbitration procedures, as well as hearings before the Public Employment Relations Board (PERB).
- Assists school districts with investigations of employee misconduct & alleged civil rights violations by serving as an impartial investigator.
- Provides legal support and guidance on such other related services as assigned by the Director.
- Duties and responsibilities are performed on behalf of school districts located across the region.

Qualifications: Possession of a Juris Doctorate and admission to the NYS Bar with at least three years of experience as a practicing attorney is required; experience in collective bargaining or otherwise representing and counseling employers and experience advising public sector employers and familiarity with the operations of school districts is preferred. Candidates who can demonstrate a working knowledge of the Taylor Law, NYS Education Law, and NYS Civil Service Law will be given preference in the hiring process. Ability to research legal issues presented in both hard copy and electronic medium (Westlaw). Excellent verbal and writing skills are required.

Compensation & Benefits: Starting at \$100,000. Commensurate with experience in keeping with the current negotiated agreement. Health insurance which includes vision & prescription coverage, NYS Retirement membership, tax deferred annuities, employee assistance program, and generous vacation, sick and personal day policies.

Starting Date: As soon as possible

Apply By: December 15, 2022

To Apply: Complete the on-line application **and** apply at <https://boces.recruitfront.com/Default>
Upload cover letter and resume with your on line application.

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