



Our Future Starts
With *you!*

POSITION: Counsel to the Chair

DEPARTMENT: Albany County Legislature

SALARY RANGE: \$115,000—\$130,000, Commensurate with Experience

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

DESCRIPTION: The Chair of the Albany County Legislature, seeks candidates for the position of Counsel to the Chair. The candidate should be an organized, dedicated professional capable of providing expert legal guidance on all matters related to governance, while advising the Chair on parliamentary procedure and the legal implications of key decisions, policies, and actions. The ideal candidate is adept at problem solving, with strong analytical and communication skills. Duties are performed under the general supervision of the Chief of Staff in the Office of the Chair of the Legislature.

MINIMUM QUALIFICATIONS:

- Juris Doctor degree from an accredited law school
- Admitted to the New York State Bar and in good standing
- Minimum six years of experience practicing law, preferred municipal law
- Strong analytical and problem-solving skills
- Ability to work independently as well as collaboratively
- Excellent written and oral communication abilities
- A high level of ethical conduct and professional integrity
- Ability to manage multiple priority projects
- Ability to work some evenings, weekends, and holidays
- Ability to travel to and from events throughout Albany County
- The successful candidate must be a resident of Albany County at the time of hire

Please submit a copy of your resume and a writing sample with this application.

POINT OF CONTACT FOR INQUIRIES:

Necole Chambers
Necole.chambers@albanycountyny.gov

