

Department: Town of North Elba  
DISK B5  
Classification: Non-Competitive (Pending CSC)  
DOCUMENT 44  
Grade: \_\_\_\_\_

SPEC

#### COUNSEL TO PLANNING BOARD

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for providing counsel to the Town Planning Board. The work is performed under general direction in accordance with overall planning policies with wide latitude for the exercise of independent judgment in applying legal knowledge to specific problems and taking of appropriate action. Does related work as required.

#### TYPICAL WORK ACTIVITIES:

Acts as a legal consultant to the local Town Planning Board;  
Acts as counsel in interpretation of the provisions of the local building and zoning ordinances as defined by the legislative body;  
Counsels the local planning board with regards to responsibility for reviewing and approving plans and specifications for local construction in accordance with approved planning and zoning ordinances and local municipal law;  
Interprets and explains the requirements of the local building codes, the local zoning ordinances and the mandates and policy of the planning board.

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

Good knowledge of the principles and practices of common law; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; good command of language; tact and courtesy; good professional judgment; good address; physical condition commensurate to the demands of the positions.

#### MINIMUM QUALIFICATIONS:

Graduation from a law school recognized by the University of the State of New

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

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