

Est. 5/99
Erie County

ASSISTANT DIRECTOR-LABOR RELATIONS (ATTORNEY) PT

PJC
Hourly
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting with the administration of the County's labor relations program. This is legal personnel/labor relations work involving responsibility for participating in the conduct of the County's Labor Relations program. Work is performed under the direct supervision of the Director of Labor Relations with leeway permitted for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Represents the County in arbitration hearings and related legal matters;
Provides assistance in the resolution of employee grievances;
Confers with departmental representatives for the interpretation of contract clauses, handling employee grievances, discipline procedures and employee relations program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of County, Civil Service and Federal and State Labor Law;
Good knowledge of established labor-management practices;
Ability to deal effectively with management, employees and union representatives;
Ability to express oneself clearly and concisely both orally and in writing;
Tact;
Initiative;
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from a law school and admission to the Bar of the State of New York.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements