

NOTICE OF VACANCY: ASSISTANT COUNTY ATTORNEY

SCHUYLER COUNTY, NEW YORK

Schuyler County is seeking to fill the position of **Assistant County Attorney**. Candidates must have been admitted to, and be a member of good standing with, the Bar in the State of New York and must be legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county upon taking office and remain so during the entire term of appointment.

Salary commensurate with experience plus excellent benefit package. All candidates must submit a Civil Service application, along with a resume, a writing sample and three (3) professional references. Information must be submitted to the Schuyler County Civil Service office. Applications will be accepted until position is filled. Interested candidates may visit the Schuyler County website (www.schuylercounty.us) for the application form and job description -or- contact the Schuyler County Civil Service Office, 105 9th Street, Unit 21, Watkins Glen, New York 14891. Phone: 607-535-8190

Jurisdiction: Schuyler County

Jurisdictional Class: Exempt

Adopted: June 5, 2007; Updated: February 16, 2017

ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the County Attorney in representing Schuyler County and performing all such duties pertaining to the County Attorney's office as may be directed by the County Attorney.

TYPICAL WORK ACTIVITIES:

The Assistant County Attorney shall perform such duties pertaining to the office as may be directed by the County Attorney, including:

- Prosecution and defense of civil actions under the direction of the County Attorney;
- Review contracts and other legal documents under the direction of the County Attorney;
- Represents County Attorney's Office as Presentment Agency for prosecution of Juvenile Delinquents and Persons in Need of Supervision Petitions in Family Court;
- Represents Department of Social Services in Family Court matters related to Child Support, Spousal Support, Child Abuse and Neglect, Custody, Visitation, Extensions for Placement, Permanency Hearings, Termination of Parental Rights and related proceedings;
- Serve as Child Support Services Attorney in Family Court;
- Represent Department of Social Services in Adult Protective matters in Supreme Court;
- Assist the County Attorney with special projects assigned by the County Attorney on a case by case or ongoing basis;
- Provides legal advice, opinions and analysis to any department of County government in the absence of the County Attorney or when so directed by the County Attorney.

MINIMUM QUALIFICATIONS:

Must be an attorney admitted to, and in good standing with, the New York State Bar.