



Human Resources & Civil Service

7 Court Street
County Office Building, Room 216
Belmont, New York 14813
Ph: (585) 268-9212

Career Opportunity

Assistant County Attorney

Salary \$70,700 - \$100,750/year

Allegany County is seeking qualified candidates for the position of Assistant County Attorney. The candidates must be a permanent resident of Allegany County at the time of appointment and must maintain county residency during the length of employment as required by the New York State Public Officers Law.

This is a full-time position with an annual salary of \$70,700 - \$100,750. Employment with Allegany County offers excellent benefits including affordable health insurance and membership in the New York State retirement plan.

The Assistant County Attorney is appointed by the Allegany County Attorney.

County Attorney's Office

The Assistant County Attorney will assist the County Attorney as the Chief Legal Counsel for the Allegany County Board of Legislators and individual County Departments. Assistant County Attorney will perform such duties pertaining to the County Attorney's office as may be directed by the County Attorney.

Duties include, but are not limited to:

- Representation of the County Attorney in Juvenile Delinquents and Persons In Need of Supervision (PINS) proceedings;
- Preparation and review of contracts, resolutions, notices, pleadings, appeals, and other legal documents under the direction of the County Attorney;
- Prosecution and defense of civil actions under the direction of the County Attorney;
- When needed and requested, assistance with representation of the Department of Social Services in Family Court related to Child and Spousal Support, Child Abuse and Neglect, Custody and Visitation, Termination of Parental Rights, and Permanency Hearings for children in foster care.
- Examination and rendering of legal advice, opinions, and analysis to the Board of Legislators or to any County Department in the absence of the County Attorney or when so directed by the County Attorney.
- Performance of a variety of legal research.

Qualifications

The candidate must be a graduate of an accredited law school and be admitted to the New York State Bar at the time of appointment.

Successful candidates will be required to be an Allegany County resident at the time of appointment.

Applying

Please submit a Civil Service application as well as your resume, cover letter, references, and a copy of your attorney's license to:

Allegany County
Department of Human Resources & Civil Service
7 Court Street, County Office Building, Suite 216
Belmont, NY 14813

Applications will be accepted until position is filled .