



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Attorney's Office

Job Title: ASSISTANT COUNTY ATTORNEY

Salary Range: \$100,071-\$128,707* (*Based on years of service employed with Saratoga County)

Work Location: 40 McMaster Street, Ballston Spa, NY 12020

Classification: Exempt (**No Exam Required**)

Job Description

This is an exempt and appointive position which gives legal advice to officials and employees of the County of Saratoga, and various departments of Saratoga County government, including, but not limited to the Saratoga County Treasurer's Office, the Saratoga County Clerk's Office and Saratoga County Sewer District No. 1. Knowledge and expertise in areas such as County Law, General Municipal law, Public Officer Law, Real Property Tax Law, Bankruptcy Law, civil procedure, and environmental law shall be preferred. The attorney would also need to prosecute and defend appeals to the Appellate Division, Third Department and to the Court of Appeals as needed. Performs other related duties as necessary.

In addition, the attorney would substitute for other Assistant County Attorneys as needed in Family Court Act Article 3 juvenile delinquency proceedings initiated by the Saratoga County Attorney's Office. The attorney is responsible for related work as assigned by the County Attorney. Although the County Attorney is available for supervision, consultation and advice, some latitude is given for the exercise of independent professional judgment in assigned matters. The incumbent has some leeway for the independent performance of duties within accepted professional and legal standards.

Minimum Qualifications (at least)

Licensed and entitled to practice Law in the State of New York; AND at least two (2) years of paid legal experience, to include trial experience. Admission to Federal bar preferred

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

- Serves as legal counsel to officials and employees of Saratoga County as assigned by the County Attorney;



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- Assists in the legal review and counsel of all legal documentation, contracts and other information pertaining to all County Departments, officials and employees;
- Acts as liaison between County Attorney, 1st Assistant County Attorney and all assigned County Departments, officials and employees;
- Prepares for and participates in court proceedings as necessary;
- Reviews pending cases and documentation to determine recommended disposition.
- Assists in drafting, reviewing and editing policies and procedures for assigned agencies and departments.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.