



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

### Saratoga County Attorney's Office

**Job Title:** ASSISTANT COUNTY ATTORNEY

**Salary Range:** \$106,062 - \$136,413\* (\*Based on years of service employed with Saratoga County in specified title)

**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 counsel legal advice to the Saratoga County Board of Supervisors, as well as to officials and employees of the County of Saratoga, and various departments of Saratoga County government, excluding representation of the Department of Social Services. 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. 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.

Performs other related duties as necessary.

#### Minimum Qualifications (at least)

Possession of a Juris Doctor degree from an American Bar Association accredited law school. Licensure and admission to practice law in New York State, and in good standing.

**NOTE:** Preference will be given to candidates with experience in municipal or government law, civil litigation experience in New York Courts, and familiarity with juvenile justice, mental health law, or extreme risk protection order proceedings.

(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)

- Represent Saratoga County, its officers, and departments in civil litigation in New York State and Federal Courts;



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- Represent the County in juvenile delinquency proceedings (Family Court Act Article 3), Assisted Outpatient Treatment matters (Kendra's Law, Mental Hygiene Law §9.60), and Extreme Risk Protection Order (ERPO) Petitions (CPLR § 6342 and §6343);
- Handle all aspects of litigation, including pleadings, motion practice, discovery, hearings, trials, and appeals;
- Provide legal advice and counsel to County officials and departments on municipal law, contracts, procurement, labor and employment, real property, land use, environmental, and regulatory matters;
- Draft, review, and negotiate contracts and intermunicipal agreements;
- Draft local laws, resolutions, and proclamations for consideration by the Board of Supervisors;
- Prepare legal opinions, memoranda, and legislative analyses;
- Appear before administrative agencies, boards, and tribunals on behalf of the County;
- Performs related duties as necessary.

*\*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 through the date posted or until the posting has been removed**

*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.*