



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 \$75,000 - \$85,000/year

Application Deadline: February 26, 2021

(or until position is filled)

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

These are full-time positions with an annual salary of \$75,000 - \$85,000. Employment with Allegany County offers excellent benefits including affordable health insurance and membership in the New York State retirement plan.

Assistant County Attorneys are appointed by the Allegany County Attorney.

County Attorney's Office

Assistant County Attorneys assist the County Attorney as the Chief Legal Counsel for the Allegany County Legislature and individual County Departments. Assistant County Attorneys 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;
- Representation of the Department of Social Services in Family Court relating to Child and Spousal Support; Child Abuse and Neglect; Custody and Visitation; Termination of Parental Rights; and the Permanency Hearings for children in foster care;
- Review of contracts and other legal documents under the direction of the County Attorney;
- Prosecution and defense of civil actions under the direction of the County Attorney;

- Assists the County Attorney with special projects assigned by the County Attorney on a case-by-case or ongoing basis; and
- 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.

Qualifications

The candidate must be licensed to practice law in New York State and be in good standing.

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
Belmont, NY 14813

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