

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Attorney's Office is in search of:

Assistant County Attorney

Salary: \$67,174 - \$85,796 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

Duties of the position: This is a professional legal position which involves the responsibility for representing the County of St. Lawrence in legal and disputed matters. Work is performed in conjunction with and under the supervision of the County Attorney. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Admission to the Bar in New York State.

Applications accepted until the position is filled. Send application to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

Applications can be obtained from the St. Lawrence County's website,
<https://stlawco.org/Departments/HumanResources> or by contacting Human Resources

(315)379-2210.

AA/EEO

Posted: 01/13/2022

JURISDICTIONAL CLASS: E

APPROVED:  0219

GRADE: FR

DATE: 04/29/2021

ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is a professional legal position which involves the responsibility for representing the County of St. Lawrence in legal and disputed matters. Work is performed in conjunction with and under the supervision of the County Attorney. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Serves as legal counsel, in the absence of the County Attorney or at the direction of the County Attorney, for the Board of Legislators and department heads in the interest of the County;
- Acts as legal consultant, under general supervision of the County Attorney, to the various divisions of the Department of Social Services, including Child Welfare, Public Assistance and the Resource Division;
- Advise County Departments, in the absence of the County Attorney or upon the direction of the County Attorney, regarding relevant Law and Rules;
- Writes and reviews contracts departments of the County make with outside individuals or organizations;
- Researches and prepares contracts, petitions, and other general legal work;
- Represents the County on disputed employee grievances and disciplinary hearing matters;
- Designs a plan for case presentation on grievances/disciplinary matters and court actions;
- Prepares paperwork for all assigned cases as necessary;
- Researches legal issues that arise at trial, during case preparation or at the request of individuals;
- May be involved in any concern of the County that requires legal judgements;
- May be assigned to handle specific aspects of the Office of the County Attorney such as Family Court proceedings or the legal work of specific departments;
- Interviews potential witnesses for Family Court proceedings;
- Appear in legal proceedings on behalf of the County or its various Departments, in criminal court, family court, before administrative tribunals, commissioners' hearings, PERB hearings, and other legal proceedings;
- Prepares subpoenas, motion papers, and related documents;
- Appears in court and performs other functions of the County Attorney and his office at his/her discretion or in the event of his/her absence;
- Supervises clerical staff rendering aid in the preparation and appearance in court proceedings, to include the preparation and filing of legal documentation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of County Law and Rules;
Working knowledge of laws pertaining to contracts, petitions and other aspects of general legal work;
Working knowledge of the proceedings of criminal court, family court, administrative tribunals, commissioners' hearings, PERB hearings and other legal proceedings;
Working knowledge of parliamentary procedures;
Ability to communicate clearly and concisely both orally and in writing;
Ability to reason quickly and accurately in stressful situations;
Ability to establish and maintain good working relations with others;
Ability to efficiently gather facts through interview, research and investigation;
Ability to analyze and interpret laws and legal documents;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS CONT'D:

Integrity;
Excellent judgement;
Physical condition commensurate with the demands of the position.

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