



## SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21  
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Lorry Johnson  
Personnel Officer

### Job Opening **Assistant County Attorney** Schuyler County

**LAST DATE TO FILE:** Applications accepted until vacancy is filled.

**SALARY:** Commensurate with experience

**HOW TO APPLY:** At the present time, there is one opening in Schuyler County. No Civil Service examination will be required. Interested applicants must submit a Civil Service application, resume, a writing sample, and three letters of reference to the Schuyler County Civil Service office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891.

**RESIDENCY REQUIREMENT:** Incumbents in this position are required to be residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county upon taking office and remain so during the entire term of appointment.

**JOB DESCRIPTION:** This position involves responsibility for assisting the County Attorney in representing Schuyler County and performing all such duties pertaining to the County Attorney's office as may be directed by the County Attorney.

**TYPICAL WORK ACTIVITIES:** The Assistant County Attorney shall perform such duties pertaining to the office as may be directed by the County Attorney, including:

- Prosecution and defense of civil actions under the direction of the County Attorney;
- Review contracts and other legal documents under the direction of the County Attorney;
- Represents County Attorney's Office as Presentment Agency for prosecution of Juvenile Delinquents and Persons in Need of Supervision Petitions in Family Court;
- Represents Department of Social Services in Family Court matters related to Child Support, Spousal Support, Child Abuse and Neglect, Custody, Visitation, Extensions for Placement, Permanency Hearings, Termination of Parental Rights and related proceedings;
- Serve as Child Support Services Attorney in Family Court;
- Represent Department of Social Services in Adult Protective matters in Supreme Court;
- Assist the County Attorney with special projects assigned by the County Attorney on a case by case or ongoing basis;
- 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.

**MINIMUM QUALIFICATIONS:** Must be an attorney admitted to, and in good standing with, the New York State Bar.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190  
Schuyler County...An Equal Opportunity/Affirmative Action Employer

**Date Issued: February 16, 2017**