



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@chqgov.com
Phone (716) 753-4237 • Fax (716) 753-4686 • Website chqgov.com

ASSISTANT COUNTY ATTORNEY Full-Time (40 Hrs./Wk.) w/Benefits

Chautauqua County Government Law Department is seeking to fill an Assistant County Attorney position in the Mayville, NY office. An incumbent in this position will be responsible for providing counsel to County officers and departments. General instructions and assignments are received from the County Attorney with wide leeway permitted for the exercise of independent judgment. Does related work as required.

Chautauqua County Government also offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

This position may be filled at a higher level title based on experience and qualifications.

Eligible candidates must be eligible for admission to practice law in New York at the time of application; admission to the practice of law in New York and a resident of Chautauqua County at the time of appointment.

Interested candidates MUST submit an application available on the Chautauqua County Government's website: chqgov.com click on "Employment" in order to be considered for the position.

Application review will begin on December 1, 2022.

Please mail completed applications to:

Chautauqua County Department of Human Resources
Gerace Office Building
3 North Erie St – Rm 144
Mayville, NY 14757

Equal Opportunity Employer

ASSISTANT COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work involving the responsibility for providing counsel to County officers and departments. General instructions and assignments are received from the County Attorney with wide leeway permitted for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Drafts County contracts, real estate documents, and local legislation;
- On assignment, attends committee meetings of the County Legislature and meetings of County boards and commissions;
- Performs a variety of legal research;
- Prepares legal opinions for County officers and departments;
- Reviews County policies and compliance procedures;

- Prepares pleadings, motions, orders, and other litigation documents;
- Appears in court proceedings and arbitrations on behalf of the County.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of County law and other laws of the State of New York which have bearing upon the actions of counties; ability to express arguments of the law clearly written and spoken word; good address; honesty; courtesy; tact; ethical conduct in the practice of law; physical condition commensurate with the demands of the job.

REQUIREMENTS FOR THE ACCEPTANCE OF APPLICATIONS AND APPOINTMENT: Eligibility for admission to the practice of law in New York at the time of application; admission to the practice of law in New York and a resident of Chautauqua County at the time of appointment.