



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: County Attorney

CIVIL SERVICE TITLE: Assistant County Attorney

CLASSIFICATION TYPE: Exempt

SALARY (GRADE): Assistant I - \$94,593 (46P) Plus Excellent Benefits
Assistant II - \$78,699 (41P) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2024

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this class is responsible for the management and presentation of cases in all Courts of Oneida County. The incumbent is responsible for drafting and reviewing contracts on behalf of the County and for providing advice and counsel to all departments in the County. This position organizes, examines, and coordinates materials and efforts related to presentment of juvenile delinquency cases, representation of out of state support petitioners and issues regarding Persons in Need of Supervision through final disposition of such cases. This is an appointed position in which incumbents serve both under the general direction of and at the pleasure of the County Attorney. Supervision is not usually a responsibility of this position. Incumbent performs related work as assigned by the County Attorney.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

Assistant County Attorney I: Admission to the Bar of New York State **AND** four (4) years of experience in private or public practice, **OR** four (4) years of experience as an Assistant County Attorney, **OR** an equivalent combination of same.

Assistant County Attorney II: Admission to the Bar of New York State.

DOCUMENTATION REQUIRED TO SUBMIT WITH APPLICATION:

1. A Certificate of Good Standing from the Appellate Division of admission. Must remain current throughout appointment;
2. A complete resume including elementary education and all employment, listing employers' addresses and telephone numbers;
3. Three (3) references with addresses and telephone numbers;
4. A writing sample;
5. A copy of a valid NYS driver's license.

SPECIAL REQUIREMENT: Must be a legal resident of Oneida County at time of appointment.

NOTE: Promotion will be at the discretion of the County Attorney and will not be automatic.

****Oneida County is an equal opportunity employer****

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 01/01/2024