

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

County Attorney Office
Deputy County Attorney

\$95,497

DATED: July 12, 2023

LAST DAY FOR FILING: July 19, 2023

EOE

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work of a complex nature involving the responsibility for representing the County in court cases and in the performance of other legal work. General supervision is received from the County Attorney. Direct supervision is exercised over the Social Services Attorney(s) and all subordinate legal support staff of the office. Performs related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews contracts for Departments of the County with outside vendors;
- Serves as legal counsel for the County Legislature and Department Heads in the interest of the County;
- Researches and prepares a variety of legal documents (ie. pleadings, appeals, resolutions, local laws, notices, contracts) required to carry on the work of County government;
- Examines legal papers served on or filed with County departments and officials;
- Makes reports and answers correspondence;
- Appears in Court or at hearings at the discretion of or in the absence of the County Attorney;
- Performs a variety of related duties of the Office of the County Attorney as required by law and the County Board of Representatives;
- General supervision over Social Service Attorney(s) and subordinate legal staff.

FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of County Law and rules, knowledge of contracts, petitions, other legal instruments, and other aspects of general legal work; knowledge of parliamentary procedure; ability to communicate clearly and concisely both orally and in writing; ability to understand and interpret laws, rules and regulations in order to render an accurate legal opinion; ability to establish and maintain good interpersonal working relationships; ability to efficiently gather information through research, interview, and investigation; integrity, excellent judgment, fairness, and efficiency.

MINIMUM QUALIFICATIONS: Duly licensed to practice law in the State of New York and experience in the practice of law in the following areas: Family Court, County Law and contracts.

SPECIAL REQUIREMENTS: Proof of eligibility for admission to practice as an attorney and counselor at law before the courts of the State of New York at the time of application for appointment. Admission to the Bar of the State of New York, a certificate of good standing, and proof of registration is required at time of appointment.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com