

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL

COUNTY ATTORNEY'S OFFICE ASSISTANT COUNTY ATTORNEY(2) Positions Available as of January 31, 2014

SALARY: \$77, 662 Plus Excellent Benefits

This is an exempt and appointive position which gives legal counsel to officials and employees of the Saratoga County Department of Social Services, with a primary concentration on representation of the Department's Child Protective, Long-Term/Preventive Services and Foster Care Units on child abuse, child neglect and foster care matters.

Duties of the position include the drafting and prosecution of various petitions under Family Court Act Article 10, including child abuse and neglect petitions, violations petitions, foster care petitions, PINS petitions, extension of court order petitions, and termination of parental rights petitions in Saratoga County Family Court. Other duties include representation of the Department in Family Court on applications for emergency relief in child protective matters, attendance at court hearings and conferences, initiating and responding to discovery demands, motion practice, witness preparation, trial work, the drafting and service of court orders and representation of the Child Protective Services Unit in administrative expungement hearings pursuant to Social Services Law s 422. The Assistant County Attorney would also need to prosecute and defend appeals to the Appellate Division, Third Department and to the Court of Appeals as needed.

In addition, the Assistant County Attorney would substitute for other Assistant County Attorneys as needed in child support matters before the Support Magistrate, in child protective matters transferred to Saratoga County Family Treatment Court and in juvenile delinquency proceedings initiated by the Saratoga County Attorney's Office. Although the County Attorney is available for supervision, consultation and advice, some latitude is given for the exercise of independent judgment in assigned matters.

MINIMUM QUALIFICATIONS:

- A. Licensed to practice law in the State of New York; and
- B. Two (2) years experience practicing in Family Court preferred; and
- C. Two (2) years trial experience preferred

SUBMIT RESUME/APPLICATION TO:

John J. Kalinkewicz, Director of Personnel
Saratoga County Personnel Department
40 McMaster Street
Ballston Spa, New York 12020

Letter of interest and resume shall be accepted until position is filled.