



**SARATOGA COUNTY  
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center  
40 McMaster Street  
Ballston Spa, New York 12020  
www.saratogacountyny.gov

MARGARET C. MCNAMARA  
DIRECTOR OF HUMAN RESOURCES

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**CAREER OPPORTUNITY**

**SARATOGA COUNTY ATTORNEY  
(Appointment Date: January 1, 2021)  
SARATOGA COUNTY ATTORNEY'S OFFICE**

**SALARY: \$142,330 Plus Excellent Benefits**

This is a position allocated to the Exempt Jurisdictional Classification and work is performed in accordance with County Law as directed by the County Board of Supervisors and the County Administrator. The incumbent oversees management and operations of the County Attorney's Office in Saratoga County. This position acts as legal advisor to the Legislature and to every County Officer paid from County funds. The County Attorney oversees the defense of all civil actions and proceedings brought against the County or a County Officer, as well as the prosecution of all actions and proceedings initiated by the County. The County Attorney provides direction and advice to assistants and paralegals engaged in providing legal assistance to the County and its units, providing direction on all major legal matters before the County. The broad duties and responsibilities of the position are detailed in the County Law and provide the widest leeway for application of independent professional legal judgment in providing advice and assistance. The supervision exercised over subordinate professional legal staff is primarily oversight and advisory rather than direct supervision. The County Attorney must interact cohesively with the Board of Supervisors, County Administrator's Office, department heads, County Officers and Officials on all civil matters. Additional legal work is provided at the direction of the County Administrator and the Board of Supervisors.

**PREFERRED MINIMUM QUALIFICATIONS:**

Duly licensed to practice Law in the State of New York; **AND** at least ten (10) years of full-time, paid legal experience in the practice of law, **AND** three (3) years of experience in the practice of municipal law.

**SUBMIT APPLICATION TO:**

Personnel Officer - Civil Service Employment Division  
Saratoga County Human Resources Department  
40 McMaster Street  
Ballston Spa, New York 12020

**APPLICATIONS WILL BE ACCEPTED UNTIL: November 2, 2020**

Applications available in the Human Resources Office or on our website. **Resume MAY NOT be substituted for Application. Applications must be received in our office by 4:30 PM on date indicated.** Postmarks will **not** be accepted for this position. **No Fax Submissions**

*"Saratoga County is an equal opportunity employer with an Affirmative Action Plan"*