



SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES
Scot Chamberlain, Director
40 McMaster Street, Ballston Spa NY 12020
www.saratogacountyny.gov
(518) 885-2225

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.
Amended 6/22/2022

ASSISTANT COUNTY ATTORNEY
SARATOGA COUNTY OFFICE OF THE COUNTY ATTORNEY

SALARY: \$94,188 * Plus Excellent Benefit, Retirement Package & Compensation Plan*****

Distinguishing Features of this opportunity are...

This is an exempt and appointive position which gives legal counsel to the Saratoga County Department of Health, as well as officials and employees of the County of Saratoga with primary focus in the area of public and environmental health. Duties of the position will to a certain extent be determined by the knowledge and expertise of the attorney. Knowledge and expertise in areas such as public health, environmental health, general Municipal Law, Public Officer Law, Civil Procedure, and Environmental Law shall be preferred. The attorney would also be called upon to develop policy and regulations on a County level. Performs other related duties as necessary.

Typical illustrative* work activities will include, but are not limited to...

- Serves as legal counsel to officials and employees of Saratoga County;
- Establishes regulations, policies and procedures relating to public/environmental health;
- Assists in the legal review and counsel and establishment of all legal documentation, contracts and other information pertaining to the Public and Environmental Health Department, officials and employees;
- Acts as liaison between Board of Supervisors, County Attorney, 1st Assistant County Attorney, Commissioner of Health and all County Departments, officials and employees as it applicable;
- Prepares for and participates in court proceedings relating to as necessary;
- Reviews pending cases, documentation and contracts to determine recommended disposition.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*



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Required performance, knowledge, skills and abilities are...

Thorough knowledge of the general structure of New York State Civil Procedure Law, County Law, General Municipal Law, Public Health and Environmental Law and other applicable laws; Ability to enforce State and Local health and environmental laws thorough knowledge in the defense of civil litigation and claims against municipalities; thorough knowledge of the practices and procedures used in the prosecution of health and environmental cases; thorough knowledge of legal research practices, procedures and techniques; thorough knowledge or accurate practices and procedures of presenting cases before courts; Good knowledge of acceptable legal standards; good knowledge of acceptable principles and practices of law; skill in interpersonal relations; ability to evaluate work of lawyers involved in cases; ability to analyze facts and evidence; ability to present ideas clearly and effectively both orally and in writing; ability to cross examine witness and negotiate settlement of cases; knowledge and adherence to ethical rules and responsibilities; physical condition commensurate with the demands of the position.

Qualifications for this position are...

Licensed and entitled to practice Law in the State of New York; AND at least two (2) years of paid legal experience, to include public health and environmental health experience. Admission to Federal bar preferred.

Qualified candidates may submit their application, resume AND transcripts, by mail or in person as follows:

ATTN: Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

*Applications will continue to be accepted **Until July 15, 2022***

Applications are available in the Human Resources Office or on our website, www.saratogacountyny.gov. **Resume MAY NOT be substituted for Application.** No Fax Submissions

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office. Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.