



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.

CAREER OPPORTUNITY

“ASSISTANT COUNTY ATTORNEY (Social Services)” SARATOGA COUNTY ATTORNEY’S OFFICE

SALARY: \$96,071 * Plus Excellent Benefit, Retirement Package & Compensation Plan*****

Distinguishing Features of this opportunity are...

This is an exempt and appointive position which gives legal advice to officials and employees of Saratoga County with a primary responsibility of serving as general counsel to the Saratoga County Department of Social Services including representation of Child Protective, Long-Term/Preventive Services and Foster Care Units. include the drafting and prosecution of various petitions under Family Court Act Article 10 including child abuse and neglect petitions, violation petitions, extension of supervision petitions, termination of parental rights petitions and applications for emergency relief in child protective matters in Saratoga County Family Court. Other duties include attendance at court hearings and conferences, initiating and responding to discovery demands, motion practice, witness preparation, and associated trial work. In addition, representation of the Child Protective Services Unit in administrative expungement hearings pursuant to Social Services Law §422 is required. The 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 attorney would substitute for other assistant county attorneys as needed in child support matters, guardianship proceedings, 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. Duties are performed under the supervision of the County Attorney, however latitude is given for the exercise of independent professional judgment in assigned matters.

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

- Serves as legal counsel to officials and employees of Saratoga County with primary focus on Department of Social Services;
- Assists in the legal review and counsel of all legal documentation, contracts and other information pertaining to the Department of Social Services;
- Acts as liaison between Board of Supervisors, County Attorney, 1st Assistant County Attorney and the Department of Social Services;
- Prepares for and participates in court proceedings and hearings as necessary;
- Representation of the child protective services unit in administrative expungement hearings pursuant to Social Services Law 422.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.*

Minimum 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 trial experience. Admission to Federal bar preferred.

Qualified candidates may submit their application and resume 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 the vacancy has been filled

Application is required and 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.