

Civil Division: Oneida County Government  
Jurisdictional Class: Exempt  
EEO Category: Professional  
Revised: 12/22/15

### **ASSISTANT COUNTY ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent of this class is responsible for the management and presentation of cases in all Courts of Oneida County. The incumbent is responsible for drafting and reviewing contracts on behalf of the County and for providing advice and counsel to all departments in the County. This position organizes, examines, and coordinates materials and efforts related to presentment of juvenile delinquency cases, representation of out of state support petitioners and issues regarding Persons in Need of Supervision through final disposition of such cases. This is an appointed position in which incumbents serve both under the general direction of and at the pleasure of the County Attorney. Supervision is not usually a responsibility of this position. Incumbent performs related work as assigned by the County Attorney.

#### **MINIMUM QUALIFICATIONS:**

- Assistant County Attorney I\*:** Admission to the Bar of New York State **AND** four (4) years' experience as an Assistant County Attorney
- Assistant County Attorney II:** Admission to the Bar of New York State **AND** two (2) years of experience in private or public practice, **OR** eighteen (18) months as an Assistant County Attorney III
- Assistant County Attorney III:** Admission to the Bar of New York State

#### **SPECIAL REQUIREMENTS:**

1. 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. Admission to the Bar of the State of New York at the time of appointment.
2. Must be a resident of Oneida County

#### **LAW DEPARTMENT ONLY:**

- \* Assistant County Attorney I:** Admission to the Bar of New York State **AND** either: (a) four (4) years' experience as an Assistant County Attorney; **OR** (b) five (5) years' experience in public or private practice; **OR** (c) a combination of (a) or (b) above

**Promotion** for all Assistant County Attorneys in Law Department will be within the discretion of the County Attorney and will not be automatic.

Department of Social Services: Promotion per Board Resolution #306, July 14, 1999.

Adopted: 11/17/2006  
Title change: 01/03/2008 Social Services Attorney I and Social Services Attorney II abolished  
Revised: 08/29/07; 12/27/2007; 10/30/12; 12/22/15