

Jurisdictional Class: Exempt for Oneida County Government Only  
(See Appendices for Number of Allowed Exempt Positions)  
EEO Category: Professional  
Revised: 06/21/2019

### **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** five years of experience in private or public practice, **OR** four (4) years of experience as an Assistant County Attorney, **OR** an equivalent combination of same.

**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 REQUIREMENT:** Must be a legal resident of Oneida County.

**NOTE:** Promotion will be at the discretion of the County Attorney and will not be automatic.

Title change from "Social Services Attorney I": 01/03/2008

Title change from "Social Services Attorney II": 01/03/2008

Adopted: 11/17/2006

Revised: 08/29/2007; 12/27/2007; 10/30/2012; 12/22/2015; 06/21/2019