

# NOTICE OF VACANCY

**DEPARTMENT:** County Attorney's Office  
**TITLE:** Assistant County Attorney  
**GRADE/SALARY:** 36P - \$55,659 plus Excellent Benefits  
41P - \$66,201 plus Excellent Benefits  
46P - \$79,633 plus Excellent Benefits

**THIS IS AN EXEMPT NON-TESTED CIVIL SERVICE POSITION.**

**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. The incumbent performs related work as assigned by the County Attorney.

**MINIMUM QUALIFICATIONS:**

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

**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.

**REQUIRED TO SUBMIT:**

1. A Certificate of Good Standing from the Appellate Division of admission. Must remain current throughout appointment;
2. A complete resume including elementary education and all employment, listing employers' addresses and telephone numbers;
3. Three (3) references with addresses and telephone numbers;
4. A writing sample;
5. A copy of a valid NYS driver's license;
6. A completed Oneida County Application.

**APPLYING ONLINE:** Please click the link below and go to the current vacancies tab to find this vacancy.  
<https://oneida-portal.mycivilservice.com/>

**APPLYING WITH PAPER APPLICATION:** Blank paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building and either mailed or hand delivered once completed to:

Oneida County Department of Personnel  
Joseph M. Johnson, Commissioner  
800 Park Ave  
Utica, NY 13501

You may also request a paper application to be mailed to you by calling 315-798-5726.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** December 31, 2021

**\*\*Oneida County is an equal opportunity employer\*\***

01/04/2021