

# NOTICE OF VACANCY

**DEPARTMENT:** County Attorney's Office  
**TITLE:** Assistant County Attorney  
**GRADE/SALARY:** 41P - \$71,000 plus Excellent Benefits  
46P - \$85,389 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 II Level:** Admission to the Bar of New York State.

**Assistant I Level:** Admission to the Bar of New York State **AND** four (4) 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.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** December 31, 2022

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

Issued: 01/01/2022 Revised: 04/05/2022