

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

ADDENDUM - AGENDA

MAY 5, 2022

Committee Members: Thomas, Conover, Beaty, Frasier, Wild, Braymer and Runyon- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board

I. Action Agenda

1) Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):

- Request to amend the Table of Organization and Salary Schedule to delete the position of Tax Coordinator, *Annual Salary \$47,417*, and create and fill the new position of 3rd Assistant County Attorney, *Annual Salary \$65,295*, effective June 1, 2022.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: County Attorney's Office

DATE: May 4, 2022

- (a) Title of Requested Position: **3rd Assistant County Attorney**
- (b) Annual Base Salary (and Grade if Applicable): **Grade 1(entry): \$65,295.00**
- (c) Effective Date for New Position*: **June 1, 2022**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Tax Coordinator/Grade 8/\$47,417
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1420 110 County Attorney, Salaries - Regular
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
Request funding for \$17,878 shortage from General Fund Balance
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:
The position requires the preparing abstracts of title and continuation searches for properties in Warren County subject to future tax foreclosure proceedings. Flat fee charges are accessed to real properties which require an abstract of title and continuation searches due to the property owner's failure to pay real property taxes. Three year approximate average for revenue generated is \$69,000/year.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTY ATTORNEY Payroll Dept. No: _____
Title of Position: ASSISTANT COUNTY ATTORNEY 3 Base Salary of Position: \$65,295 Grade: 1 (Attorney Scale)
Filling at Step # (If Known): Unknown
Budget code and title: a.1420 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Not Applicable Date of Vacancy: Not Applicable
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other EXEMPT (PTC)
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PTC 5/11/22
Human Resources Director has approved this form when initialed. 18 5/11/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

ASSISTANT COUNTY ATTORNEY #3: WARREN COUNTY

Department: County Attorney

Classification: Exempt (PJC)

Grade: Attorney Scale-Grade 1 (entry) or commiserate with years of experience

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision and general direction of the County Attorney, an incumbent of this class will act for and on behalf of the County Attorney and have responsibility for the following general areas:

- Abstracting, title review, and complying with constitutional, statutory and local laws and resolutions related to County tax foreclosure proceedings, to include preparation and review of title abstracts and continuation reports for real properties subject to tax foreclosure, preparation of legal documents required to initiate and complete tax foreclosure proceedings and transfers of title following tax foreclosure and auction.
- Providing specialized legal professional work in the handling of legal issues concerning the day-to-day operations of the County; providing legal services in relation to administrative hearings and trials arising from the operation of County departments, boards, committees, and commissions; rendering legal counsel to department heads and other County officials and employees; representing the County before the Courts of the State of New York and the Federal Courts during the prosecution and defense of the County's interests through zealous advocacy on behalf of the County.
- Representing the County Attorney and the County's interests before the Family Court for Warren County to include drafting court documents and appearing for arraignments, court appearances, attorney conferences, hearings and trials;
- Drafting and reviewing contracts on behalf of the County;
- Conducting legal research, drafting and preparing legal opinions for County officials and employees covering a wide range of subjects including constitutional law, Statutory law, administrative law, environmental law, labor law, public health law, family law to include the family court act.

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The successful candidate is appointed by the County Attorney and serves at the pleasure of the County Attorney. The Assistant County Attorney must be a resident of Warren County at the time of appointment.

MINIMUM QUALIFICATIONS: Admission to the Bar in the State of New York and relevant work experience involving review of title abstracts and real estate closings; litigation experience not required, but preferred.

SALARY: \$65,295, or commensurate with experience, plus full benefits.

**CANDIDATES SHOULD SEND COMPLETED WARREN COUNTY APPLICATION,
RESUME AND LETTER OF INTENT TO:**

Warren County Attorney's Office

1340 State Route 9

Lake George, New York 12845

Warren County is an EOE/AA employer

Applications are being accepted until May 31, 2022

Applications may be obtained at: www.warrencountyny.gov/civilservice