

VACANCY NOTICE

WARREN COUNTY ATTORNEY

Warren County is seeking applications from experienced practitioners licensed to practice law in the State of New York for the full-time position of County Attorney.

The County Attorney serves as primary legal advisor to the Board of Supervisors, County Officers and employees, and is responsible for representing the County in all civil legal actions and proceedings, including notices of claim, lawsuits and administrative hearings. Duties include prosecution of juvenile delinquency actions, preparation of contracts, local laws, resolutions and legal opinions impacting County operations, as well as oversight and management of the County Attorney's Office. (A full job description is attached).

Term: The County Attorney is accountable to the Board of Supervisors and serves for a term that is concurrent with the term of the Board of Supervisors.

Residency: Warren County residency is required at the time of appointment and thereafter.

Qualifications: The successful candidate will hold a juris doctorate degree from an accredited law school and be admitted to practice in the State of New York in good standing.

Strong preference will be given to those with at least fifteen (15) years of legal experience which includes municipal law practice, litigation, and supervisory responsibilities.

Salary: \$145,000 or commensurate with experience.

Interested candidates should submit a cover letter, resume and county application *by April 17th* to:

Jackie Figueroa, Director of Human Resources
Warren County Municipal Center,
1340 State Route 9, Lake George NY 12845
figueroaj@warrencountyny.gov.

Applications can be found by clicking [here](#).

Warren County is an Equal Opportunity Employer

COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The County Attorney serves as legal advisor to the Warren County Board of Supervisors and County Officials. The County Attorney is responsible for representing the County in all civil legal actions and proceedings, including litigation and administrative hearings. Duties include preparing contracts, local laws, resolutions and legal opinions as well as overseeing the management and operations of the County Attorney's Office. The County Attorney is accountable to the Board of Supervisors, and serves for a term that is concurrent with the term of the Board of Supervisors. The County Attorney reports to the Board of Supervisors through the Chair of the Board and the Chair of the designated oversight committee. The County Attorney is administratively accountable to the County Administrator. The County Attorney exercises supervision over professional, paraprofessional and clerical staff. The County Attorney conducts performance reviews of all staff and other management-related work as required to maintain a high quality of staff performance.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Serves as legal counsel for the Board of Supervisors and County Officers in the interest of the County;
Prosecutes and defends all civil legal actions and proceedings brought by or against the County, including the Board of Supervisors and any County Officer or employee acting within the scope of their employment;
Consults with County Officers and other County officials on the legal consequences of their acts/policies, and advises of their authority under Federal, State and local law;
Prepares or supervises the preparation of local laws/ordinances, Board resolutions, legal memoranda and summaries, and other related documents as requested by the Board of Supervisors;
Prepares and/or reviews contracts and other legal instruments and documents as necessary;
Participates in meetings and conferences on matters of concern to the County and the County Attorney's office;
Researches matters of concern to the Board of Supervisors and other County officials, writes memoranda or opinions advising the County based upon this legal research and renders legal opinions;
Designs a plan for case presentation for matters requiring litigation;
Delegates and supervises the work of subordinate legal staff assigned to a variety of legal concerns and follows through on all cases and projects as necessary to ensure high-quality work product, and may engage interns as practicable to assist the office with its duties;
Prosecutes Juvenile Delinquents and Persons in Need of Supervision (PINS) petitions in Family Court;
Represents the County in employee grievance and disciplinary matters;
Coordinates and acts as liaison with outside counsel retained by the Board of Supervisors, or retained by the County's insurance carrier(s), to handle legal matters;
Administers and manages office operations by assigning and coordinating the work flow for all staff of the County Attorney's office;
Participates in the development of County policy as requested by the Board of Supervisors, including the Chair of the Board, and by the County Administrator;
Is administratively accountable to the County Administrator and generally reports to the Board of Supervisors through the department oversight committee;
Serves as the Freedom of Information Act appeals officer for the County;
Acts as designated privacy officer under the Federal Health Insurance and Portability Accountability Act (HIPAA);
Keeps abreast of developments in the field of civil law, with an emphasis on municipal law;
Directs the preparation of Department's annual budget;
Performs such additional and related duties of the County Attorney's Office as required by law and the Warren County Board of Supervisors.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of Federal, State and municipal laws, particularly litigation, municipal and contract laws governing the State of New York and County government;
Thorough knowledge of the functions and programs of County government;
Thorough knowledge of parliamentary and County Board procedures and rules;
Thorough knowledge of laws pertaining to contracts, petitions and other legal instruments, and other aspects of general legal work including FOIL, HIPAA, and SEQR;
Thorough knowledge of Supreme Court and Family Court proceedings, administrative tribunals, hearings, and other legal proceedings;
Ability to prepare for court proceedings and to conduct comprehensive court actions on behalf of the County;
Ability to analyze legal issues and identify significant cases that may affect County government;
Ability to manage and direct the work of a legal staff;
Skill in establishing and maintaining effective professional relationships;
Strong interpersonal and managerial skills;
Sound professional judgment;
Compliance with the highest ethical and professional standards, and unwavering dedication in avoiding actions that may discredit the County and County officials;
Initiative; resourcefulness; dependability.

MINIMUM QUALIFICATIONS:

- A) Resident of Warren County; and
- B) Juris Doctorate degree; and
- C) Admission to the Bar of the State of New York in good standing; and
- D) Fifteen (15) years of legal experience strongly preferred, with special consideration given to candidates with municipal law background, litigation experience, and who have supervisory experience.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.