

**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 legal advisor to the Board of Supervisors and County Officials and is responsible for representing the County in all civil legal actions and proceedings, including litigation and administrative hearings. Duties include preparation of contracts, local laws, resolutions and legal opinions as well as oversight of the management and operations 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 two year term of the Board of Supervisors.

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

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 ten (10) years of legal experience which includes municipal law practice and supervisory responsibilities.

Salary: \$110,773 or commensurate with experience.

Interested candidates should submit a cover letter, resume and county application by 5/26/21 to:

**Jackie Figueroa, County Human Resources Director
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 two-year 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, which is currently the Personnel, Administration & Higher Education 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:

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 Delinquency 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 Personnel, Administration & Higher Education Committee;
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; and
Performs such additional and related duties of the County Attorney's Office as required by law and the Warren County Board of Supervisors.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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:

- 1) Resident of Warren County;
- 2) Juris Doctorate degree from an accredited law school;
- 3) Admission to the Bar of the State of New York in good standing; and
- 4) Ten (10) years of legal experience strongly preferred, with special consideration given to candidates with municipal law background and who have supervisory experience.

WC: 5/21
JC: Exempt