



## WARREN COUNTY JOB APPLICATION ACCEPTANCE NOTICE

### First Assistant County Attorney

Closing Date: January 2, 2018; 5:00 p.m.

Warren County is accepting applications from attorneys licensed to practice law in the State of New York for the position of **First Assistant County Attorney**.

#### **Position Duties:**

The first assistant county attorney position is full time. The County Attorney is, by statute, the legal advisor to the board of supervisors and county officers in all matters involving an official act of a civil nature. The county attorney prosecutes and defends all civil actions and proceedings brought by or against the county, the board of supervisors and any officer. The County Attorney has direct responsibility for all activities of the law department as well as related duties as may be prescribed by law or by resolution of the County Board of Supervisors. The First Assistant County attorney will assist the County Attorney in performing all of these duties as assigned by the County Attorney.

#### **Term:**

The First Assistant County Attorney serves at the pleasure of the County Attorney.

#### **Qualifications:**

Applicants must be a resident of Warren County at the time of appointment and must be licensed to practice law in New York State and in good standing. Admission to practice in the US District Courts for the Northern District of New York is desirable.

#### **Experience, skills and abilities of importance:**

Applicants of interest may have experience in many or all of the following areas: contract drafting and review, NY Freedom Of Information Law, labor law and practice, family court matters, legal research skills, municipal government representation, good public speaking and counseling skills, negotiation skills, an ability to present complex legal concepts, experience defending local governments in federal and state court, and good communication and interpersonal skills.

#### **New York Civil Service status:**

The position is an exempt civil service position and salary will be commensurate with experience. Warren County provides eligible employees with a competitive benefit package.

### TO APPLY

To apply, please submit a cover letter, resume, completed county application form (can be found on the Warren County website at <http://www.co.warren.ny.us/civilservice/app.pdf>) and provide two (2) letters of reference relevant to work history and experience to:

Warren County Municipal Center- County Attorney's Office  
Attn: Mary Elizabeth Kissane  
1340 State Rte. 9, Lake George, New York 12845 or via email at: [kissanem@warrencountyny.gov](mailto:kissanem@warrencountyny.gov)

Application deadline is January 2, 2018; 5:00 P.M.

Warren County is an Equal Opportunity Employer