

**WARREN COUNTY ATTORNEY'S OFFICE
NOTICE OF VACANCY**

First Assistant County Attorney

The Warren County Attorney's Office is seeking an attorney to serve as the First Assistant County Attorney ("First ACA"). The First ACA supports the Warren County Attorney as the primary legal advisor to the Warren County Board of Supervisors, County officers, and its departments concerning the County's municipal operations. The incumbent litigates in all Courts of Warren County and provides timely legal advice concerning municipal law matters. The First ACA serves as the Acting County Attorney in the absence of the County Attorney and assists the County Attorney in the daily management and administrative functions of the law department. This is an appointed position in which the incumbent serves under the general direction of and at the pleasure of the County Attorney. Supervision of attorneys and staff is a key responsibility of this position. Experience with civil litigation and family court proceedings is preferred. Incumbent performs related work as assigned by the County Attorney.

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

Salary: Between \$106,000 to \$117,000, commensurate with experience, plus County benefits, for this full-time position.

Qualifications: Candidates must be licensed to practice law in New York State and in good standing.

Residency Requirement: The successful candidate must be a resident of Warren County at the time of appointment.

Location: Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845

TO APPLY

To apply, please submit a cover letter, resume, **writing sample**, 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:

Larry Elmen, County Attorney
Warren County Municipal Center
1340 State Rte. 9
Lake George, New York 12845 or via email at: elmenl@warrencountyny.gov

Applications will be reviewed on a rolling basis until the position is filled.

Warren County is an Equal Opportunity Employer