

## **COUNTY ATTORNEY**

Chautauqua County Government is currently accepting applications for County Attorney. This is a professional high level Department Head position. This position is responsible for representing Chautauqua County in all legal proceedings, oversees the work of the County Law Department and gives legal counsel to the County Executive, County Legislature and County Departments and agencies. The County Attorney is appointed by the County Executive. The office is located in Mayville, New York.

### **Responsibilities:**

- Investigates the law, and renders opinions to the County Executive, County Legislature, and County Departments and agencies when requested;
- Represents the County in civil matters in the courts, and in Family Court matters;
- Prepares pleadings, appeals, resolutions, notices, contracts, and other legal papers and documents;
- Examines legal papers served on, or filed with county departments, agencies and officials;
- Attends meetings of the County Legislature, serves as Parliamentarian, and advises the Legislature when requested;
- Oversees the work of the County Law Department, appoints Deputy County Attorneys and directs subordinate employees;
- Employs special counsel, professional, technical or other consultant services as necessary for the operation of the Law Department or performance of duties;
- Consents to the appointment of a Social Services Attorney and approves the appointment of Deputy Social Services Attorneys;
- Makes reports and answers correspondence.

**Preferred Qualifications:** Six years of successful experience in the practice of law, preferably civil law with prior union contract negotiations experience, with at least three (3) years of experience as an attorney for a municipality, and graduation from a recognized law school; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

### **Requirements:**

Eligibility for admission to the practice of law in New York at the time of application; admission to the practice of law in New York and a resident of Chautauqua County at the time of appointment.

### **Chautauqua County Offers:**

- A competitive salary and benefit package with participation in the NYS pension plan, generous time off and Health Insurance Plan.
- **Application review will begin on March 4, 2024.**
- Resumes can be E-Mailed to [CCHRS@CHQGOV.COM](mailto:CCHRS@CHQGOV.COM) or mailed to the address below. Applicants should also complete and send a Chautauqua County Application for Employment form (available on this website).
- Mailing Address: Chautauqua County Department of Human Resources, Gerace Office Building, 3 North Erie Street, Room 144, Mayville, New York 14757

**Equal Opportunity Employer**