

**FIRST ASSISTANT COUNTY ATTORNEY
CHAUTAUQUA COUNTY LAW DEPARTMENT
SALARY RANGE: \$97,922.00 - \$162,004.00/YEAR + BENEFITS**

The Chautauqua County Law Department is looking to fill one (1) Full-Time First Assistant County Attorney position to work out of the Mayville, NY office. This position is 40 hours per week involving the responsibility for providing assistance to the County Attorney and to act for the County as assigned. General instructions and assignments are received from the County Attorney with wide leeway permitted for the exercise of independent judgment. Does related work as required. Salary is commensurate with experience.

TYPICAL WORK ACTIVITIES:

- Assists the County Attorney in the conduct of all legal matters relating to County functions;
- Investigates various laws and renders opinions to the County Attorney for submission to the County Legislature, County Executive and departmental authorities upon request;
- Attends meetings of and renders advice to the County Legislature in the absence of the County Attorney;
- Represents the County in proceedings before various Boards and Commissions and in court actions;
- Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and instruments;
- Examines and renders opinions on legal papers served on or files with county departments and officials;
- Performs a variety of legal research.

Positions will be filled from approved* applications received.

Chautauqua County offers a comprehensive benefits package which includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | - Mileage Reimbursement (when applicable) |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |
| - Life Insurance | |

***REQUIREMENTS FOR THE ACCEPTANCE OF APPLICATIONS AND APPOINTMENT:** 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.

RESIDENCY NOTE: Effective June 4, 2025, Local Law 4-25 allows qualified candidates residing in a New York State County that is contiguous to Chautauqua County, to be eligible for appointment to this title, provided however, that the appointed individual shall never be designated or authorized to act as the head of the department for any reason.