ASSISTANT COUNTY ATTORNEY
CHAUTAUQUA COUNTY ATTORNEY'S OFFICE
1 FULL-TIME POSITION @ 40 HOURS/WEEK
SALARY RANGE - $84,282.00 - $131,884.00/YEAR + BENEFITS

The Chautauqua County's Attorney's Office is seeking qualified applicants to fill one (1) Full-Time Assistant County Attorney position within the Mayville, NY office. This is professional legal work involving the responsibility for providing counsel to County officers and departments. 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.

Typical Work Activities:

- Drafts County contracts, real estate documents, and local legislation;
- On assignment, attends committee meetings of the County Legislature and meetings of County boards and commissions;
- Performs a variety of legal research;
- Prepares legal opinions for County officers and departments;
- Reviews County policies and compliance procedures;
- Prepares pleadings, motions, orders, and other litigation documents;
- Appears in court proceedings and arbitrations on behalf of the County.

This position is being filled from qualified applications received.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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

Requirement 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.