

**Executive Assistant (County Attorney)  
Chautauqua County Attorney's Office  
One Full-Time position @ 40 hours/week  
Salary Range: \$53,674.00 - \$82,248.00/Year + Benefits**

The Chautauqua County Attorney's Office is looking to hire one (1) Full-Time Executive Assistant (County Attorney) in the Mayville, NY office. This is an important administrative position involving responsibility for the performance of a variety of administrative duties in order to free the attention of the County Attorney for legal work and related matters. An employee in this class is primarily responsible for the oversight of central office administration, projects and personnel and high-level, confidential clerical support. The work is performed in accordance with the objectives outlined by the County Attorney permitting wide latitude for the exercise of independent judgment. Supervision is exercised over a small staff. Does related work as required.

**Typical Work Activities:**

- Assists the County Attorney in the formulation of procedures and regulations;
- Performs high-level administrative and secretarial duties at the direction of the County Attorney and other attorneys in the department, which relate to the internal and external affairs of the office;
- Relieves superior of office detail by reading incoming mail, making appointments, receiving calls and callers, and referring them to the proper persons;
- Answers requests for information, prepares office reports, and manages office files;
- May serve as a representative of the County Attorney at meetings, planning sessions and public gatherings;
- Assigns work to operational and clerical subordinates;
- Coordinates and expedites functions of the Office including budgetary and other account keeping matters;
- Coordinates communications between the County Attorney's Office and a variety of internal and external individuals and organizations;
- Conducts research and analysis on administrative, budgetary and work assignment issues and for policy development;
- Manages and coordinates on-boarding, off-boarding and training of employees;
- Coordinates and prepares documents as requested;
- Performs contract-related work as requested;
- Manages the review and release of records under the Freedom of Information Law;
- Performs related work to facilitate the administrative functions of the office.

This position is being filled by approved applications received. No exam needed.

**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                                           |                             |
| - NYSLERS Pension                                         | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness    | - Wellness Program          |

**Suggested Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma and:

- A. Graduation from a New York State registered or regionally accredited college or university with a Master's degree and three (3) years of experience in management or public administration; OR
- B. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree and four (4) years of experience listed in A above; OR
- C. Graduation from a New York State registered or regionally accredited college with an Associate's degree and six (6) years of experience listed in A above; OR
- D. Any combination of training and experience deemed sufficient to indicate the ability to perform the duties of the position.