

**SECOND ASSISTANT COUNTY ATTORNEY
CHAUTAUQUA COUNTY'S 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 for one (1) Second Assistant County Attorney in the Mayville, NY office. This is professional legal work involving responsibility for providing assistance to the County Attorney and to act for the County Attorney in his absence. 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:

- 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 filed with County departments and officials;
- Performs a variety of legal research.

This position is being filled from 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 | - Life Insurance |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

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.