



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020
www.saratogacountyny.gov

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DIRECTOR OF HUMAN RESOURCES

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CAREER OPPORTUNITY

ASSISTANT COUNTY ATTORNEY

**** Two Positions Available As Of June 1, 2018 ****

SARATOGA COUNTY ATTORNEY'S OFFICE

SALARY: \$84,064 Plus Excellent Benefits

These are exempt and appointive positions which give legal counsel to officials and employees of the Saratoga County Department of Social Services, with a primary concentration on representation of the Department's Child Protective, Long-Term/Preventive Services and Foster Care Units on child abuse, child neglect and foster care matters.

Duties of the positions include the drafting and prosecution of various petitions under Family Court Act Article 10, including child abuse and neglect petitions, violations petitions, foster care petitions, PINS petitions, extension of court order petitions, and termination of parental rights petitions in Saratoga County Family Court. Other duties include representation of the Department in Family Court on applications for emergency relief in child protective matters, attendance at court hearings and conferences, initiating and responding to discovery demands, motion practice, witness preparation, trial work, the drafting and service of court orders and representation of the Child Protective Services Unit in administrative expungement hearings pursuant to Social Services Law §422. The Assistant County Attorneys would also need to prosecute and defend appeals to the Appellate Division, Third Department and to the Court of Appeals as needed.

In addition, the Assistant County Attorneys would substitute for other Assistant County Attorneys as needed in child support matters before the Support Magistrate, in child protective matters transferred to Saratoga County Family Treatment Court and in juvenile delinquency proceedings initiated by the Saratoga County Attorney's Office. Although the County Attorney is available for supervision, consultation and advice, some latitude is given for the exercise of independent judgment in assigned matters.

MINIMUM QUALIFICATIONS:

Must be licensed to practice law in the State of New York. *Two (2) years of practicing in Family Court; **AND**, Two (2) years of trial experience is preferred.*

SUBMIT APPLICATION WITH RESUME TO: Personnel Officer – Civil Service Division
40 McMaster Street
Ballston Spa, NY 12020

APPLICATIONS WILL BE ACCEPTED UNTIL: May 24, 2018

Applications are available in the Human Resources Office or on our website. **Resume MAY NOT be substituted for Application. Applications must be received in our office by close of business on date indicated. Postmarks will not be accepted for this position.**

"An Equal Opportunity Employer with an Affirmative Action Program"

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