



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

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Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 25-086 **POSTING DATE*: FROM:** 12/2/2025 **TO:** 12/23/2025

JOB TITLE: Assistant County Attorney

RATE OF PAY: 2026 - Associate Level Attorney licensed starting rate of pay \$102,779 and not licensed \$73,844. Experienced ACA 2026 salary, step 1 is \$121,299. Adjustment up to step 4 may be made based on experience & with approval of the Board of Supervisors.

LOCATION: County Attorney's Office

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

See attached job description for more details.

APPLICATION DEADLINE / LAST FILING DATE*: 12/23/2025

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/22/2020

Assistant County Attorney

The Ontario County Attorney's Office seeks a qualified, motivated attorney for the position of Assistant County Attorney. Under the direction of the County Attorney, this position represents Ontario County in the practice of law, specializing in matters related to the local district Department of Social Services ("DSS") with a primary concentration on representation of the Child Protective/Foster Care units in child abuse, child neglect and foster care matters. In addition, the attorney may be charged with representing DSS in child support proceedings, paternity proceedings and adult protective matters.

Requirements:

- A Juris Doctorate degree from an accredited law school and admission to practice law in NYS is required at time of appointment.
- 0 to 5 years experience in the above areas

Starting salary range dependent upon experience. See Job Opening Notice for Rate of Pay. Comprehensive benefits package with health insurance, deferred compensation match, NYS retirement pension and generous leave/paid holidays provided.

A completed electronic application and resume should be submitted to:

<https://ontario-portal.mycivilservice.com/>

Applications should be submitted through December 23rd or until position is filled.