



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.co.ontario.ny.us ~ ~ (585) 396-4465

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 #: 26-020 **POSTING DATE*: FROM:** 2/20/2026 **TO:** 2/27/2026

JOB TITLE: Senior Assistant County Attorney

RATE OF PAY: \$136,920/yr

LOCATION: County Attorney's Office

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

MINIMUM QUALIFICATIONS: Possession of a license and current registration to practice law in the State of New York, AND at least six (6) years of experience as an attorney in the practice of municipal law, AND other qualifications as the County Attorney may prescribe.

SPECIAL REQUIREMENT: License to practice law in the State of New York must be maintained in good standing throughout the course of employment.

RESIDENCY NOTE: Pursuant to County Law §702.4 and §702.5 and Public Officers Law §3.55, if the holder of the Senior Assistant County Attorney office is designated by the County Attorney to assume the duties of the County Attorney upon the County Attorney's absence from the County, or upon the County Attorney's inability to perform his or her duties, Ontario County residency is required.

APPLICATION DEADLINE / LAST FILING DATE*: 2/27/2026 or until filled

* 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

SENIOR ASSISTANT COUNTY ATTORNEY

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Possession of a license and current registration to practice law in the State of New York, AND at least six (6) years of experience as an attorney in the practice of municipal law, AND other qualifications as the County Attorney may prescribe.

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RESIDENCY NOTE: Pursuant to County Law §702.4 and §702.5 and Public Officers Law §3.55, if the holder of the Senior Assistant County Attorney office is designated by the County Attorney to assume the duties of the County Attorney upon the County Attorney's absence from the County, or upon the County Attorney's inability to perform his or her duties, Ontario County residency is required.

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work of a complex nature involving responsibility for researching and advising on a variety of legal questions, and preparing for and representing Ontario County in a variety of civil matters, family court cases, and/or administrative and arbitration hearings. Incumbent is involved in the solution of a variety of legal issues arising in the operation of county government. Additional responsibilities include administrative and supervisory responsibilities with regard to a specific area of practice within the County Attorney's Office, as determined by the County Attorney, including mentoring, coaching, and supervising subordinate attorneys and staff. The Senior Assistant County Attorney functions as a bureau head and is distinguished from the First Assistant County Attorney in the scope of responsibilities, which include management and oversight of a limited number of staff, matters, and functions. This is an appointed position in which the incumbent serves under the direction of the County Attorney, in accordance with the overall policies of the County with wide latitude in the exercise of independent judgment in applying legal knowledge to specific problems and taking appropriate legal action. Incumbent at all times serves at the pleasure of the County Attorney. Supervision is exercised over professional and clerical employees and a specific and designated area of expertise. Work may require the incumbent to be on-call at nights and on weekends. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the County Attorney with the planning, directing and management of all major activities and functions within a designated practice scope in the County Attorney's Office;

Prosecutes and defends civil actions or proceedings brought by or against the County, the Board of Supervisors, and any County officers whose compensation is paid by the County and except as otherwise provided by law;

Administers the assignment of cases in designated work area;

Prepares, evaluates, and presents cases to County Court, Family Court, Appellate Court, Grievances, Arbitrations, and Hearings, as required for effective representation of Ontario County and its various departments;

Represents the County in Family Court hearings, trials, and proceedings for child abuse and neglect, foster care, paternity, child support, Medicare recovery, adoption, juvenile delinquency, and PINS cases;

Acts as legal counsel for the Ontario County Department of Social Services, or other municipal agencies, as directed by the County Attorney;

Prepares legal documents, including local laws, motions, petitions, orders, contracts, resolutions, legal opinions, memorandum, notices, and policies;

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SENIOR ASSISTANT COUNTY ATTORNEYTYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Directs investigations and legal activities in locating absent parents, paternity actions and collections, modification and enforcement of support orders, including court appearances, trials and subsequent appeals; Researches points of law and renders opinions to departmental authorities and the Board of Supervisors as directed by the County Attorney;

Assists with appeals, as needed;

Conducts investigations and collaborates with other government agencies and departments;

May respond to accident scenes, prepare or respond to subpoenas, and participates in community outreach;

Provides direct supervision of the legal training, document review, trial preparation, and work product of subordinate attorneys to ensure effective legal competency;

Conducts employee performance reviews, counselings, and recommends disciplinary actions to the County Attorney;

Identifies, manages and resolves unusual and/or sensitive issues and problems which affect their assigned bureau;

Provides guidance and effective leadership to subordinate attorneys, investigators, and staff;

Consults and coordinates with other County departments to ensure that both County and departmental goals are met;

Provides instructions or trainings to County departments or employees, when requested;

Responds to communications, answers correspondence and prepares reports;

May act for and in the absence of the County Attorney;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job. Jobs in the Exempt Class, the duties are at the discretion of the appointing authority.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of duties, powers, and limitations of the County Attorney's Office;

Thorough knowledge of New York State substantive and procedural laws, County Law, and Civil Practice Rules and Procedures;

Thorough knowledge of the organization, powers, and limitations of county government;

Thorough knowledge of investigative techniques;

Thorough knowledge of attorney ethics;

Thorough knowledge of the principles and practices of supervision and training;

Good knowledge of the general functions and administrative activities of the Ontario County Department of Social Services, and state and federal laws as they apply to social welfare;

Ability to prepare and maintain high levels of confidential information;

Ability to analyze information, appraise, and apply legal principles, facts, and precedence to legal problems in high pressure situations;

Ability to supervise subordinate staff and provide training and guidance, as appropriate;

Ability to effectively organize material;

Ability to establish and maintain effective working and interpersonal relationships;

Ability to provide direction and act as a resource to legal and subordinate staff;

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SENIOR ASSISTANT COUNTY ATTORNEY

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
(Continued)

Ability to effectively communicate in English, both orally and in writing;
Ethical conduct in the practice of law;
Sound professional judgment.

APPROVED: JANUARY 23, 2026

CIVIL SERVICE CLASSIFICATION: Pending Jurisdictional Classification (PJC) by NYS CSC - EXEMPT

JURISDICTION: ONTARIO COUNTY ATTORNEY

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES