

ONTARIO COUNTY

COUNTY ATTORNEY

Ontario County seeks a qualified and experienced attorney to act as legal counsel to the Board of Supervisors, the County Administrator, and the County's departments and officers. The County Attorney's Office is a multifunctional office which provides counsel for defense of civil actions against Ontario County, juvenile delinquency prosecution, counsel for the County's Department of Social Services including family court and Medicare fraud, contract review and approval, risk management, labor relations, policy development and implementation, and various other areas of municipal law. The County Attorney supervises a staff of 18 attorneys, paralegals and support staff. The successful candidate must be admitted to practice law in the State of New York. Experience in municipal law is required and experience in staff supervision is preferred.

Anticipated start date is December 14, 2026.

2026 starting salary is \$176,805 and a comprehensive benefit package is available.

The 2027 County Attorney salary is expected to be \$183,877.

Ontario County residency required at time of appointment.

Application available at <https://ontario-portal.mycivilservice.com/> by Wednesday, September 30, 2026.

EOE



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

www.ontariocountyny.gov | (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 POSTING NOTICE

TITLE: COUNTY ATTORNEY

SPECIAL NOTE: The filling of this position will allow the incumbent to shadow the current County Attorney before her retirement in early 2027. Applicant must meet the qualifications for the County Attorney position at time of appointment. Anticipated start date is December 14, 2026.

RATE OF PAY: 2026 Starting Salary is --\$176,805/year with comprehensive benefits package including paid holidays, paid leave, 3% match to deferred compensation, full health and dental insurance, wellness program, EAP, professional development training, and NYS Retirement pension. 2027 Starting Salary of County Attorney is expected to be \$183,877.

TO APPLY: Visit <https://ontario-portal.mycivilservice.com/> to complete application and upload a letter of interest and resume as a PDF.

RESIDENCY: Ontario County residency required at time of appointment.

DEADLINE: September 30, 2026

EDUCATION: Graduation from an accredited law school with a Juris Doctorate Degree AND Admitted to the New York State Bar and licensed in good standing to practice law in NYS; AND

The County Attorney shall hold no other public or political office and shall devote full working time to Ontario County.

EXPERIENCE:
At least 10 years of satisfactory full-time paid legal experience in a government or public sector agency required, and at least three years in the capacity of management or supervision of personnel is preferred.

RESIDENCY: Per Public Officers Law and Local Law #7-2025, the County Attorney shall be a resident of Ontario County at the time of Appointment.

ADDITIONAL 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.

TYPICAL WORK ACTIVITIES:

Legal advisor to the board of supervisors and every officer whose compensation is paid from county funds in all matters involving an official act of a civil nature;

Prosecutes and defends all civil actions and proceedings brought by or against the county, the board of supervisors and any officer whose compensation is paid from county funds for any official act, unless otherwise excepted;

Formulates and assists in implementation of county-wide policies as requested or required by regulations;

Employs attorneys and staff to provide counsel or assistance in any civil action or proceeding brought by or against the county or any county officer in his official capacity and to assist in fulfilling the duties of the Office;

Interprets Federal, State and local regulations and advises the Board of Supervisors, the County Administrator and other officers;

Reviews and approves related administrative expenses;

Supervises the staff assigned to the department (currently 18 attorneys, paralegals, and support staff);

Reviews and assists collaborative interaction with other agencies;

Prepares written legal memorandum and opinions as requested;

Provides counsel to the various department heads and county agencies on a variety of topics;

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