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Description automatically generated**ASSISTANT COUNTY ATTORNEY**

***(Part-Time/Remote Assignment)***

Dutchess County Attorney’s Office

Annual Salary Range: $77,296-$94,834\*

(\*Part-Time salary will be prorated)

This is a *part-time (17.5 hours/week), remote* exempt class position in the Dutchess County Attorney’s Office. The work of this class is of a highly professional level calling for the exercise of independent judgment under the general supervision of the County Attorney. The incumbent is responsible for addressing many legal requirements and issues arising in the operation of County business and organization, giving legal counsel to all units of Dutchess County government, and representing the County as directed by the County Attorney in the Courts.

The County Attorney’s Office represents the interests of the County of Dutchess in all civil litigation and is responsible for the prosecution of Juvenile Delinquency and Persons in Need of Supervision in Family Court. It also counsels the departments of the executive branch of county government and is responsible for the preparation of contracts, legislation and legal opinions affecting municipal government.

*The position will primarily be remote with periodic in person reporting to the County Office Building as directed by the County Attorney. The incumbent will be expected to perform work during the weekday hours of 9 AM and 5 PM.*

# TYPICAL WORK ACTIVITIES:

This assignment will focus on County contracts as well as investigation reports, however, the incumbent may also participate in the following activities performed by other incumbents in this title: Researches issues of the law and renders opinions to all units of Dutchess County government as directed by the County Attorney; acts in place of the County Attorney when directed; prepares pleadings, litigation documents and appeals, and represents the interests of the County in civil litigation; prepares legislation, notices, contracts, and other legal papers and documents on behalf of the County; examines legal papers served on or filed with County departments and officials as directed by the County Attorney; attends meetings of the Dutchess County Legislature at the direction of the County Attorney, and advises the Dutchess County Legislature of legal matters as requested by the County Attorney; appears in court to represent the County whenever it is necessary to do so as directed by the County Attorney; answers correspondence as directed; makes reports as directed.

# RECOMMENDED MINIMUM QUALIFICATIONS:

Admission to practice law in the State of New York, and experience in the general practice of civil law with an emphasis on research and writing skills sufficient to indicate ability to do the work.

# SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**FINGERPRINTING**: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

# For immediate consideration, submit an application on or before April 18, 2023

Apply online at [www.dutchessny.gov/jobs,](http://www.dutchessny.gov/jobs) OR

Download an application from [www.dutchessny.gov/jobs,](http://www.dutchessny.gov/jobs) and send to:

E-mail: [khelmeyer@dutchessny.gov](mailto:khelmeyer@dutchessny.gov)

OR

Mail: Dutchess County Department of Law

22 Market Street

Poughkeepsie, NY 12601

Posted: 3/2023

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