

Personnel and Civil Service

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Notice of Vacancy 2nd Assistant County Attorney

Date of Issue: 04/12/24 This is a professional legal position, which involves the responsibility for representing the County in legal and disputed matters. Work is performed in conjunction with and under the supervision of the County Attorney and/or the 1st Assistant County Attorney. Supervision may be exercised over the work of clerical or other staff of the County Attorney's office. Does related work as required.

The title of 2nd County Attorney is **Exempt** under Tioga County's Civil Service Rules. The appointee serves at the pleasure of the County Attorney. Pending a criminal background check*, appointment may be made to this position.

Status: Permanent
Work Hours: Full-time; 35 hours per week
Salary: \$67,407 – 77,407 (2024 M/C); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Law Department

PREFERRED QUALIFICATIONS (As determined by appointing authority): Duly licensed to practice law in New York State and two (2) years of experience in the practice of law.

Pursuant to County Law § 400 (4a), County Attorney and Deputies are designated as an "appointive officer" and falls under Public Officers Law §3.

Local Law No. 1 2006 for Tioga County authorized the County of Tioga and the County Attorney to appoint non-Tioga County residents to the positions of Assistant County Attorney. (02/14/06)

APPLY ONLINE: <https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications will be accepted until the position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.