

**TOMPKINS COUNTY CIVIL SERVICE**  
**VACANCY**  
**Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** County Attorney

**SALARY:** \$137,758.40 Hire rate, \$149,697.60 Work rate after 9 months

**TYPE OF EMPLOYMENT:** Full Time

**ISSUE DATE:** 09/15/23

**THE FINAL DATE TO FILE APPLICATIONS:** 10/15/23

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 10/16/23

**RESIDENCY WAIVED**

Please submit a resume and cover letter with your application.

**MINIMUM QUALIFICATIONS:**

Admission to the Bar in the State of New York and a minimum of five years of full time experience practicing law. Experience working with municipal government preferred.

**NOTE:** Appointment to the position of County Attorney is made on the basis of merit and fitness as determined by the Tompkins County Legislature pursuant to County Law Section 500 and 22 NYCRR 520.

**SPECIAL REQUIREMENT:**

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County and maintain residency for the duration of employment.

**Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.**

**DISTINGUISHING FEATURES OF THE CLASS:**

The County Attorney is responsible for oversight of all Tompkins County legal proceedings, including litigation and administrative hearings, and for negotiating and preparing contracts, local laws, resolutions and legal opinions for the Tompkins County Legislature and all departments of the County. The County Attorney is tasked with identifying, interviewing and

negotiating with retained counsel for representation on matters that may require external counsel. The County Attorney is a direct report of the Tompkins County Legislature and serves at the Legislature's pleasure. Supervision is exercised over the work of Deputy and Assistant County Attorneys, external Counsel retained to represent the County, and other office staff as appropriate. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

- Serves as legal counsel for the County Legislature and department heads in legal and ethical interests of the County;
- Provides regular reports to the County Legislature of relevant legal matters;
- Responds promptly to inquiries from County Legislators about legal and ethical matters;
- Monitors new and amended New York State and federal legislation that will impact County government;
- Manages transactions for the purchase, sale, encumbrance, and lease of real property;
- Communicates with bond counsel, as required, in connection with the issuance of County financial instruments;
- Provides legal counsel, as needed, to advisory boards serving the County; Prepares local laws and ordinances, resolutions, and motions as requested by the Legislature;
- Attends all meetings, hearings, and trials of matters of concern to the Legislature and the Office of the County Attorney;
- Manages litigation and court matters on behalf of the County, including filings, court appearances, and supervision of retained counsel;
- Researches all matters of concern to the County Legislature and other County officials, writes memoranda or opinions advising the county based upon this legal research and renders legal opinions;
- Reviews and prepares contracts and other legal instruments and documents as necessary;
- Establishes priorities, policies, and procedures for the Office of the County Attorney;
- Administers and manages office operations by assigning and coordinating the work flow for all staff of the Office of the County Attorney;
- Develops an annual department budget;
- Participates in the development of county policy;
- Develops imaginative or innovative solutions to highly complex and often uncharted conceptual areas;
- Performs such additional and related duties of the Office of the County Attorney as required by law and the Tompkins County Legislature.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of County Law and rules, including compliance with all New York State continuing legal education requirements;
- Thorough knowledge of laws pertaining to contracts, petitions, other legal instruments, and other aspects of general legal work including FOIL and SEQR;
- Thorough knowledge of the proceedings of criminal court, family court, administrative tribunals, commissioners hearings, PERB hearings, and other legal proceedings;
- Thorough knowledge of parliamentary procedure and the rules of proceeding of the County Legislature;
- Ability to communicate clearly and concisely both orally and in writing;
- Excellent writing skills;
- Excellent oral presentation skills;
- Ability to reason quickly and accurately in stressful situations;
- Ability to understand and interpret laws, rules, and regulations in order to render an accurate legal opinion;
- Ability to establish and maintain good interpersonal working relationships;
- Ability to efficiently gather information through research, interview, and investigation;
- Ability to establish priorities, procedures, and policies necessary to the efficient functioning of the office of the County Attorney;
- Excellent judgment, a high level of integrity, skill, efficiency, and fairness are required;
- The County Attorney's physical condition shall be commensurate with the demands of the position.

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850