

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

TITLE: Assistant County Attorney - Duties Statement

SALARY: \$105,060.80 hire rate/ \$110,593.60 work rate after 9 months

TYPE OF EMPLOYMENT: Full

ISSUE DATE: 06/12/25

THE FINAL DATE TO FILE APPLICATIONS: 08/17/25

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 08/18/25

RESIDENCY WAIVED

MINIMUM QUALIFICATIONS:

Admission to the Bar in New York State **AND** three years of experience as a practicing attorney.

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 must maintain residency in Tompkins County 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 Assistant County Attorney is responsible for representing Tompkins County in all legal proceedings, including both litigation and administrative hearings, and for preparing contracts, local laws, resolutions, real estate collections, family court and legal opinions for the Tompkins County Legislature and all departments of the County. The Assistant County Attorney reports directly to the County Attorney. The work is performed in conjunction with and under the general supervision of the County Attorney. The incumbent will perform all other related duties as required.

TYPICAL WORK ACTIVITIES:

Represents the County in legal proceedings including litigation, administrative hearings and arbitration;

Serves as legal counsel for the Tompkins County Legislature and Department heads in the interest of the County;

Writes and reviews contracts that departments of the County make with outside individuals, vendors or organizations;

Advises the County Risk Manager and all departments on how to limit potential legal liabilities;

Performs the legal work necessary to acquire and dispose of property;

Prepares local laws and resolutions;

Prepares paperwork for all assigned cases as necessary;

Designs a plan for case presentation;

Evaluates evidence obtained by police agencies and others;

Interviews potential witnesses for Family Court proceedings;

Researches legal issues that arise at trial, during case preparation or at the request of individuals;

Researches precedents to assist recommendation of sentencing;

Reviews arrest documents to determine whether a crime has been committed;

Acts as the Presentment Agency in Family Court cases involving juveniles;

May be involved in any concern of the County that requires collection and enforcement of legal judgments;

May be assigned to handle specific aspects of the Office of the County Attorney such as Family Court proceedings or the legal work of specific departments;

Appears in court and performs other functions of the County Attorney and his office at his discretion or in the event of his absence.

Conducts Health Department hearings on code violations;

Prepares real estate documents;

Provides legal advice regarding estates.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of County Laws and Rules;

Thorough knowledge of and experience in civil litigation;

Thorough knowledge of the laws pertaining to property acquisition and management;

Good knowledge of labor law;

Good knowledge of laws pertaining to juvenile delinquency proceedings;

Good knowledge of laws pertaining to solid waste and environmental issues;

Good knowledge of laws pertaining to contracts, petitions and other aspects of general legal work;

Good knowledge of the proceedings of criminal court, family court, administrative tribunals, commissioners hearings, PERB hearings and other legal proceedings;

Good knowledge of parliamentary procedure;

Good knowledge of New York State and local sanitary codes;

Ability to communicate clearly and concisely both orally and in writing;

Ability to reason quickly and accurately in stressful situations;

Ability to establish and maintain effective working relations with others;

Ability to efficiently gather facts through interview, research and investigation;

Ability to effectively organize a crowded court calendar;

Ability to establish priorities;

Sensitivity to the special needs of juvenile offenders;

Integrity, excellent judgment, and efficiency are required;

The employee'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