



**ASSISTANT COUNTY ATTORNEY**  
**Dutchess County Attorney's Office**  
**Department of Community and Family Services (DCFS) Legal Bureau**  
**Annual Salary Range: \$75,828 - \$93,035\***  
(\*commensurate with experience/ability)

Dutchess County Attorney's Office, located in Poughkeepsie, seeks an Assistant County Attorney ("ACA") for the Department of Community and Family Services ("DCFS") Legal Bureau.

The candidate will be detail oriented, highly organized, and able to work independently. We seek a creative problem-solver who is eager to learn, and who possesses excellent written and oral communication skills.

ACAs represent DCFS in child welfare and child support cases in Family Court, adult welfare cases in Supreme Court and fair hearings conducted by administrative law judges. ACAs participate in all aspects of investigations, including working directly with law enforcement, DCFS case workers, assigned attorneys and DCFS staff as necessary. They draft and/or review petitions, applications, motions and orders, respond to motions, prepare for fact-finding hearings, evaluate cases, negotiate settlements where appropriate, prepare, review, and/or argue pre and post-judgment motions and appeals as necessary and attend meetings and court as required. Travel in the course of a workday may be required and assignments outside of normal working hours may be given.

**RECOMMENDED MINIMUM QUALIFICATIONS:**

- Admission to the New York State Bar and a member in good standing.
- Two years of experience in child welfare and child support proceedings is preferred, but not required.

**SPECIAL REQUIRMENT:**

Candidate must possess a valid New York State driver's license at the time of employment 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.

**NOTE:** This is a union position under the Dutchess Staff Association and includes a comprehensive benefit package (health insurance, NYS retirement system, Deferred Compensation Plan, comprehensive benefit time package, paid continuing legal education, paid attorney registration fee and more).

**Submit a cover letter and resume on or before November 22, 2024 to:**

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

OR

Dutchess County Attorney's Office  
ATTN: Rachel J. Whispell, Confidential Legal Secretary  
22 Market Street, 5<sup>th</sup> Floor  
Poughkeepsie, New York 12601

An EEO/AA Employer