



ASSISTANT COUNTY ATTORNEY
Dutchess County Attorney's Office
Annual Salary Range: \$82,400 – 101,096*
(*commensurate with experience/ability)

DISTINGUISHING FEATURES OF THE CLASS:

The Dutchess County Attorney's Office, located in Poughkeepsie, seeks an entry-level attorney in the representation of the County of Dutchess as a municipal corporation. The County Attorney's Office represents the interests of the County of Dutchess in all civil litigation, 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 County Attorney is also responsible for the prosecution of Juvenile Delinquency and Persons in Need of Supervision in Family Court. Travel in the course of a workday may be required and assignments outside of normal working hours may be given.

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. Appointed by and acting under the general supervision of the County Attorney, the Assistant County Attorney is responsible for addressing many legal requirements and issues arising in the operation of County business and organization.

The ideal 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. The successful candidate will have experience in the representation of municipal corporations.

To view a complete list of job duties, click [here](#).

MINIMUM QUALIFICATIONS:

- Admission to the New York State Bar and a member in good standing.

SPECIAL REQUIREMENT:

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 position 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 to:

E-mail: rjwhispell@dutchessny.gov

OR

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

An EEO/AA Employer