



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

ASSISTANT COUNTY ATTORNEY

The Cattaraugus County Attorney's Office is seeking qualified applicants for the position of Assistant County Attorney effective **January 1, 2026.**

The incumbent performs such duties pertaining to the office as may be directed by County Attorney, as provided in Section 502 of the County Law. An employee in this class provides sound legal advice to the County Legislature, furnishes advice regarding problems affecting the operation of the County, and represents the County in administrative and court proceedings. An Assistant County Attorney does related work as required.

TYPICAL WORK ACTIVITIES:

- Prosecutes cases and represents the interests of Cattaraugus County in Family court, especially in regard to paternity, uniform support of dependents, non-support, family offenses, contempt, persons in need of supervision, designated felonies, juvenile delinquents, child and adult neglect matters, and appeals;
- Counsels the Cattaraugus County Legislature, department heads, boards, and agencies of the County on legal matters affecting them and may prepare legislation for consideration by the Cattaraugus County Legislature;
- Prosecutes and defends civil actions or proceedings brought by or against the County, the County Legislature, and any officers whose compensation is paid by the County and except as otherwise provided by law.

SALARY RANGE: \$93,442.18-99,340.54

MINIMUM QUALIFICATIONS: Eligibility for a license to practice law in New York state. Possession of the license at the time of appointment is required.

All employees of Cattaraugus County are eligible to join the New York State and Local Retirement system. Permanent, full time employees have access to a rich Health Insurance plan with Dental and Vision, Teledoc access, tuition reimbursement, and paid time off.

You can apply online, or paper applications may be obtained from the Cattaraugus County Civil Service website at <https://www.cattco.org/human-resources/exam-job-app>.

Completed paper applications should be emailed to AESmith@cattco.org and should be received no later than November 13, 2025

Cattaraugus County is an Equal Opportunity Employer

Issued: 10/30/2025