



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: DEPUTY COUNTY ATTORNEY

SALARY: \$80,000 to \$95,000 annually based on experience

LOCATION: Monroe County Department of Law Department (General Social Services Unit)

JOB SUMMARY:

The Monroe County Law Department is seeking an attorney in its General Social Services Unit. The position in the General Social Services Unit provides legal representation to the Monroe County Division of Human Services in various matters including adult protective services, public assistance, eligibility, Medicaid, guardianships, and the collection of monies owed to the Division of Social Services.

CHARACTERISTICS OF THE IDEAL CANDIDATE(S):

1. The attorney(s) must be duly licensed to practice law in the State of New York.
2. The ideal candidate(s) will have at least one to three (1-3) years of experience preferably handling public assistance issues.
3. The attorney(s) must have the ability to conduct complex legal research relating to various aspects of social services law and effectively draft court pleadings, memoranda and professional correspondence.
4. The attorneys(s) must have the ability to work well with judges, lawyers, court administrators, caseworkers, examiners, and other individuals within the court system.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE APPLY ONLINE
INCLUDE RESUME, COVER LETTER AND WRITING SAMPLE**

Posting Date: November 3, 2023

Posting Deadline: Until filled