



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

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**TITLE: DEPUTY COUNTY ATTORNEY**

**SALARY:** \$85,000 - \$110,000 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 three years of experience in municipal law or general corporate practice. Prior experience with real estate law, construction law, or public finance law is a plus.
3. The attorneys(s) must have the ability to work well with judges, lawyers, court administrators, 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:**

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

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:** April 26, 2024

**Posting Deadline:** Until filled