



LEWIS
COUNTY
NEW YORK

Invites qualified candidates
to apply for the position of:

County Attorney

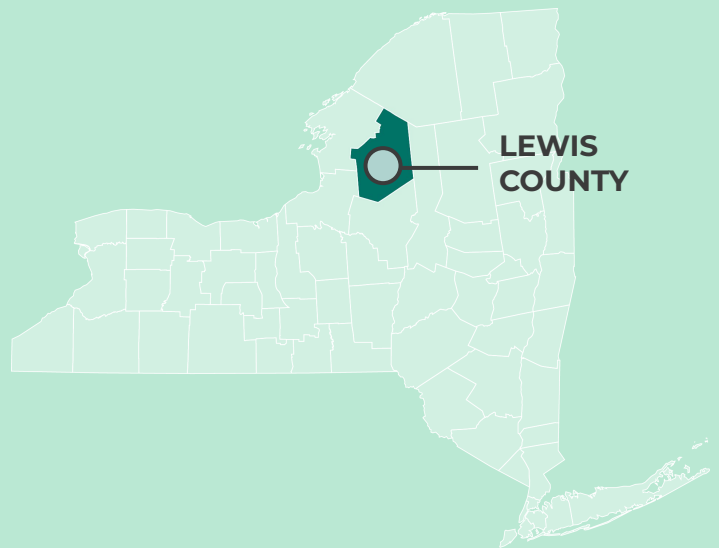
Salary Range \$105,000-\$150,000



About the County

Lewis County is a four-season outdoor playground nestled between the Adirondack Mountains and the Tug Hill Plateau.

Known for abundant snowfall, pristine forests, rivers, rolling farmland, and miles of trails, it is a place where outdoor recreation, small-town charm, and a thriving local economy all intersect.



\$522,000

Annual department budget



~\$68,182

Median household income



~26,500

Approximate number of residents

The County Attorney serves as the chief legal representative for the County, reporting directly to the Board of Legislators and consulting daily with the County Manager. The County Attorney oversees three individuals: the Assistant County Attorney and two Paralegals.

Location

Nestled in the scenic region of Northern New York

County Government Structure

Elected Board of Legislators appoints a County Manager and County Attorney

Education

The North Country Region of New York State is home to several colleges and universities:

- SUNY Potsdam
- SUNY Plattsburgh
- Clarkson
- Jefferson Community College
- North Country Community College
- SUNY Oswego

Schools in Lewis County are central to the community. Families benefit from small class sizes, dedicated educators, and individualized attention that supports both academic achievement and personal development.

Largest Employers

- Kraft Heinz
- Lewis County Health Systems
- Otis Technology
- Viking-Cives
- Neenah Paper

Notable Attractions

- Adirondack Mountains
- Tug Hill Plateau
- Whetstone Gulf State Park
- Snow Ridge Ski Resort
- American Maple Museum

Whitaker Falls in Martinsburg



Vinter's Lounge at Tug Hill Estate in Lowville



Snow Ridge Ski Resort



About Lewis County, New York

THE TUG HILL ADVANTAGE

Tug Hill offers some of the best snowmobiling terrain in the Northeast. Its elevation and lake effect snowfall create unmatched winter conditions. During the warmer months, the region opens to hiking, mountain biking, ATV riding trails, birdwatching, and quiet forest exploration. Tug Hill is rich in natural resources, including protected forests, waterways, and diverse wildlife habitats. The area is known for its open spaces, scenic landscapes, and year-round outdoor recreation opportunities.



SNOW RIDGE SKI AREA

Snow Ridge is a regional favorite with impressive natural snowfall and a welcoming atmosphere. The ski area provides skiing, snowboarding, lessons, and community events throughout the winter season. As a local landmark, Snow Ridge adds to Lewis County's reputation as a premier cold weather destination.



AGRICULTURE, MAPLE & LOCAL PRODUCTS

Lewis County has deep agricultural roots supported by dairy farms, beef farms, crop operations, and a strong maple syrup industry. The county is one of New York State's most recognized maple producing regions, with multi-generational sugarhouses and thriving farm markets.

Croghan Bologna is another local staple and a proud symbol of the region's heritage. This well-known specialty reflects the area's traditions and long-standing agricultural culture.



About Lewis County, New York (cont'd)

ECONOMIC GROWTH & INDUSTRY

Lewis County is home to essential manufacturing and processing industries, including local mills and the Kraft Heinz facility. These employers support stable jobs and contribute to long-term economic vitality in the region. The county continues to invest in infrastructure, workforce development, and business growth — all while preserving its welcoming small-town character and close-knit community feel.



EDUCATION & COMMUNITY

Lewis County's schools are integral to the fabric of the community, providing supportive learning environments with small class sizes and dedicated educators who nurture both academic and personal growth. Partnerships between families, schools, and community organizations help create a positive learning environment where students can thrive.

Local events, fairs, and traditions — along with vibrant main streets and community gatherings — reinforce the county's supportive and welcoming identity.





The Ideal Candidate

The ideal candidate for the Lewis County Attorney position is an experienced and principled legal professional who brings sound judgment, responsiveness, and a strong commitment to public service. Admitted to the New York State Bar with at least five years of practice, this individual serves as a trusted advisor to the County Legislature and department heads, providing clear, timely legal opinions and guidance on matters that are often complex, time-sensitive, and high-profile. They are equally comfortable in the courtroom, at the negotiating table, or advising on legislative and policy decisions.

This role offers an exceptionally broad and hands-on legal practice, and the ideal candidate is energized by that scope. Responsibilities span litigation strategy and representation across courts and administrative forums, drafting local laws and resolutions, contract review, and advising on labor relations and employee matters. The position also includes oversight of cases involving family court matters (e.g., juvenile delinquency, custody, and neglect), service as the County's FOIL Officer, and leadership of the County Attorney's Office. In addition, the candidate will engage in healthcare-related legal work, advising the County-owned hospital and navigating the intersection of public governance and healthcare operations. Success in this role requires deep knowledge of municipal law, strong research and analytical skills, and the ability to balance legal risk with County priorities.

The successful candidate is a collaborative leader and effective communicator who builds strong relationships with elected officials, staff, community partners, and external stakeholders. They are prepared to take on a wide range of impactful initiatives, from economic development projects and labor negotiations to major efforts such as the Rail Trail, while establishing office priorities, policies, and procedures that ensure efficient operations. Motivated by the opportunity to apply their expertise across many domains, they play a key role in advancing County goals while navigating budget constraints and an evolving legal and regulatory landscape.

Key Competencies and Characteristics



Legal Expertise & Municipal Knowledge

Demonstrates strong knowledge of New York State County Law, General Municipal Law, and the legal frameworks governing contracts, legislation, and court proceedings. Experienced in litigation, administrative hearings, and family court matters, with the ability to interpret complex laws and provide clear, accurate legal opinions across a wide range of County issues.



Strategic Judgment & Risk Management

Brings the ability to balance legal risk with the priorities and goals of the County Legislature. Provides practical, solutions-oriented guidance on complex, time-sensitive, and politically sensitive matters, while developing effective legal strategies and ensuring thorough case management.



Litigation, Labor & Contract Management

Skilled in representing the County in litigation, employee grievance and disciplinary matters, and labor negotiations. Experienced in drafting and reviewing contracts, local laws, resolutions, and other legal instruments, ensuring compliance and protecting the County's interests.



Research, Analysis & Responsiveness

Exhibits strong research, analytical, and investigative skills, with the ability to gather information efficiently and make well-informed decisions. Demonstrates proficiency with legal research tools, including Westlaw, to access case law, statutes, regulations, and legal analysis in support of County matters. Highly responsive, with the capacity to manage multiple priorities and meet deadlines in a fast-paced public sector environment.



Leadership & Office Management

Provides effective supervision and leadership to the Assistant County Attorney, Paralegals, and office staff. Establishes priorities, policies, and procedures that support the efficient and professional operation of the County Attorney's Office, leveraging tools such as the Tyler Munis comprehensive public sector ERP system, to streamline workflows, manage resources, and enhance office efficiency.



Communication & Relationship Building

Communicates complex legal concepts clearly and persuasively, both verbally and in writing. Builds and maintains strong working relationships with elected officials, department heads, external partners, and the public, fostering collaboration and trust.



Compliance, Transparency & Public Service

Ensures adherence to regulatory requirements and transparency standards, including serving as the County's FOIL Officer and supporting compliance efforts. Operates with integrity, professionalism, and a strong commitment to public service and the well-being of the Lewis County community.

Key Priorities for the Next County Attorney

The next County Attorney will step into a dynamic and highly visible leadership role, with immediate responsibility for guiding critical legal work, supporting County leadership, and advancing key initiatives that impact the community. Priority areas of focus include:

Provide Timely, Strategic Legal Counsel to County Leadership

Serve as a responsive and trusted advisor to the County Legislature and department heads, delivering clear, practical legal guidance on time-sensitive and high-profile matters. Support informed decision-making by balancing legal risk with policy goals and ensuring alignment with applicable laws and regulations.

Lead and Manage Complex Legal Work Across the County

Oversee all legal proceedings involving the County, including litigation, administrative hearings, and family court matters. Ensure strong case strategy, consistent follow-through, and effective representation in areas such as labor relations, employee matters, and departmental legal needs.

Advance High-Priority Projects and Economic Development Initiatives

Provide legal leadership on key initiatives, including the Rail Trail Project, by reviewing easements, structuring agreements, and supporting implementation. Contribute to broader economic development efforts involving County-owned properties and partnerships with local and regional organizations.

Strengthen Oversight of Contracts, Legislation, and Compliance

Ensure the timely drafting and review of contracts, local laws, resolutions, and other legal instruments across all departments. Maintain strong compliance practices, including FOIL administration, corporate compliance responsibilities, and adherence to evolving regulatory requirements.

Support County-Hospital Relationships and Healthcare Legal Needs

Advise on matters involving the County-owned hospital, including collaboration with hospital leadership and its Board of Managers. Navigate the intersection of public governance and healthcare operations, including select legal matters such as collections and intergovernmental coordination.

Provide Effective Leadership of the County Attorney's Office

Supervise and mentor staff while establishing clear priorities, policies, and procedures to ensure efficient and high-quality legal services. Foster a collaborative, accountable, and service-oriented team environment.

Navigate Fiscal Constraints While Maintaining Service Excellence

Deliver high-quality legal services in the context of budget limitations by prioritizing workload, improving efficiencies, and supporting cost-effective legal strategies that protect the County's interests.

Job Description

County Attorney - Lewis County, NY

Salary Range: \$105,000-\$150,000

Benefits: Comprehensive benefits package including: Health, dental, and vision insurance; Retirement plan; Paid leave programs; Longevity Incentive; and Employee Assistance Programming

Location: Courthouse Building, 7660 N. State St., Lowville, Lewis County, NY

Reports To: The Board of Legislators, through its Chairperson

Relocation assistance: Negotiable

Residency requirement: Residency is required; candidates from neighboring counties will be considered and time will be provided for relocation.

Employment agreement: The County Attorney serves at the pleasure of the Board of Legislators, with terms typically aligned to the Board's two-year cycle. The current appointment will run through the end of 2026 due to a recent change in the Board's election cycle.

Application Deadline: April 27, 2026



Distinguishing features of the position:

The work involves responsibility for representing the County in all legal proceedings, including both litigation and administrative hearings, and for preparing contracts, local laws, resolutions, and legal opinions for the County Legislature and all departments of the County.

The County Attorney is accountable to the County Legislature and serves for the term of the Board. Supervision is exercised over the work of the Assistant County Attorney and other office staff. Does related work as required.

Typical work activities:

- Serves as legal counsel for the County Legislature and department heads in the interest of the County;
- Prepares local laws and ordinances, legislative resolutions, and motions as requested by the County Legislature;
- Attends all meetings, hearings, and trials of matters of concern to the County Legislature;
- Designs a plan for case presentation for matters requiring litigation;
- Handles ACA supervision for cases involving juvenile delinquents, PINS, LC DSS support, neglect, abuse, custody, and guardianships; appears in court and manages case follow-up as needed;
- Researches all matters of concern to the County Legislature and other officials of the County and renders a legal opinion at their request;
- Reviews and prepares contracts and other legal instruments of all County departments;
- Establishes priorities, policies, and procedures for the Office of the County Attorney;
- Represents the County in employee grievance and disciplinary matters, and as a member of the labor negotiations team;
- Performs such additional and related duties of the Office of the County Attorney as required by law and the County Legislature;
- Serves as the Freedom of Information Law (FOIL) Officer for the County.

Full performance knowledge, skills, abilities and personal characteristics:

Thorough knowledge of the New York State County Law, General Municipal Law, and County ordinances; thorough knowledge of laws pertaining to contracts, petitions, other legal instruments, and other aspects of general legal work; thorough knowledge of the proceedings of criminal court, family court, administrative tribunals, commissioner's hearings, Public Employment Relations Board hearings, and other legal proceedings; thorough knowledge of parliamentary procedure and the rules of procedure of the County Legislature; working knowledge of public information and public relations techniques; ability to communicate effectively both orally and in writing; ability to understand and interpret laws, rules, and regulations in order to render an accurate legal opinion; ability to prepare and deliver presentations in a clear, concise, and articulate manner; ability to establish and maintain effective working relationships with others; ability to efficiently gather information through research, interviews, and investigation; ability to establish priorities, procedures, and policies necessary to the efficient functioning of the Office of the County Attorney.

Minimum qualifications:

Admission to the Bar in the State of New York and five (5) years of experience practicing law.

To Apply

For additional information and to apply, visit the Pracademic Partners job portal at <https://www.pracademicpartners.com/current-recruitments>.

To express interest, please submit a cover letter, resume, and list of three (3) professional references through the portal. Employment is contingent upon the completion of a successful background check. This position is considered open until a final selection is made. Candidates are strongly encouraged to apply by April 27, 2026.

Pracademic Partners is assisting Lewis County with this executive search. For inquiries or nominations, please contact: Dr. Ian M. Coyle, ICMA-CM 585.943.0589



Thank
you!