



St. Lawrence County Attorney's Office is in search of:

## **Risk Manager/Compliance Officer**

**Salary:** \$83,294 - \$102,818 with excellent benefits as described below

**Benefits:** Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

The work involves responsibility for implementing, managing and coordinating programs relating to occupational safety and health, claims and insurance. This is professional managerial level work which requires planning, organizing, actuating and evaluating risk of loss coverage programs (including self-insurance programs) to protect properties, physical assets and human resources from loss. An employee in this class develops programs in accordance with established procedures and applicable legislation to reduce risk of property, casualty and workers compensation loss. An employee in this class exercises supervision over professional, technical and clerical subordinates. General supervision is received from an administrative superior who allows the incumbent latitude for independent action and initiative in the area of occupational safety and health, claims and insurance management. This position also involves responsibility for insuring that the codes, rules and regulations based on applicable Federal, State and County statutes are adhered to throughout County Departments and that policies and programs are in keeping with compliance standards. The work is performed under the general supervision of the County Attorney. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

- A. Graduation from a regionally accredited or NYS registered college or university with a Master's degree in Public, Hospital or Business Administration, Health or a health care field, Finance, Accounting or a fiscal management field, and two (2) years of experience in an administrative, managerial or leadership level in an organization where the primary function of the position involved regulatory or compliance management; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in one of the above referenced fields and four (4) years of experience in an administrative, managerial or leadership level in an organization where the primary function of the position involved regulatory or compliance management; **OR**
- C. Graduation from a regionally accredited or NYS registered college or university with a Associate's degree in one of the above referenced fields and six (6) years of experience in an administrative, managerial or leadership level in an organization where the primary function of the position involved regulatory or compliance management;

**This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications will be accepted until the position is filled. Send application/resume to:

St. Lawrence County Human Resources Office  
48 Court Street  
Canton, NY 13617

Applications can be obtained from the county's website, [www.hr.stlawco.org](http://www.hr.stlawco.org) or by contacting the Human Resources Office at (315)379-2210. **AA/EEO.**