

*****REISSUE: 11/3/2016*****
\$7.50 APPLICATION FEE REQUIRED
(check or money order only-NO CASH)

WARREN COUNTY DEPARTMENT OF CIVIL SERVICE
announces
OPEN COMPETITIVE EXAMINATION
(Training & Experience Evaluation)
for
ASSISTANT SOCIAL SERVICES ATTORNEY

EXAM DATE: December 2, 2016

LAST FILING DATE: December 2, 2016

EXAM NO.355

LOCATION/VACANCIES: Presently there is one anticipated vacancy at the Warren County Department of Social Services.

SALARY: \$63,000-68,000

RESIDENCE: There are no residency requirements for this examination.

DUTIES: (illustrative only)

Typical work activities can include all or some of the following work as assigned by the Department's Chief Legal Counsel:

Represents the Commissioner and the Department in assigned proceedings or prosecutions in Supreme Court, County Court, Family Court, Surrogate's Court, as well as Department Fair Hearings and Appellate actions;

Represents the Department in assigned proceedings including actions such as child abuse, child neglect, child support, foster care, and termination of parental rights;

Represents the Department in assigned adult protective proceedings;

Prepares assigned cases involving claims against the estates of decedents, those responsible for public assistance recipients, and against legally responsible living relatives;

Prepares assigned legal actions for negotiation and trial;

Provides legal advice and consultation to Department personnel, including assigned matters relating to Children's Services, Family Services, Adult Services, Child Support Enforcement, Paternity, Financial Assistance, and Resources;

Prepares and submits orders for signature to the Family Court;

Attends Family Treatment Court and MDT sessions;

Provides ongoing legal advice and initiates legal actions as assigned by the Department's Chief Legal Counsel.

Prosecutes and defends appeals of court decisions as needed.

MINIMUM QUALIFICATIONS: (see general instructions and information)

Admission to New York State Bar and two (2) years of experience practicing law.

SPECIAL REQUIREMENT: Possession of an appropriate NYS Motor Vehicle Operator's license at the time of appointment or otherwise demonstrate the ability to meet the transportation needs of the position.

SUBJECT OF EXAMINATION: There will be no written or oral test for this examination. Candidates who meet the minimum qualifications will receive an evaluation of their training and experience against the background of the duties of the position.

Attach to your application a summary of your training and experience. Be as concrete and specific as possible; vagueness and ambiguity will not be resolved in your favor.

In your summary of training, indicate all training including any formal coursework which was not a part of a degree program or which has not yet resulted in a degree. Indicate your participation in any continuing education programs including any convocations, seminars, workshops, etc., in which you have participated over

the past five years. Show the approximate dates and length of such programs and the nature of your participation.

In your summary of experience, include a comprehensive description of each relevant position you have held and the duties of the position. Also where applicable, indicate the percentage of time spent in performing specific duties.

Candidate Responsibility: It is the responsibility of candidates to provide all necessary documentation and to complete all relevant parts of the application. To receive credit for experience--either qualifying or against a rating scale--they must show basic information such as employer name and address, name and title of supervisor, hours worked per week, dates of employment to include month and year started and ended, etc. A copy of a verifiable transcript for required education and a copy of the required license or professional certificate must be submitted.

All information must be submitted by close of filing. Candidates who submit incomplete applications and documentation may be disqualified.

HOW TO APPLY: Applications and information may be obtained from the Warren County Department of Civil Service, or from the web site: www.warrencountyny.gov/civilservice We will only accept applications during the examination posting period. Because of the imposition of an application fee, it is no longer possible to accept applications other than during the scheduled period. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

APPLICATION FEE: New York State Civil Service Law requires our Office to collect an examination fee. To be considered for this examination, you must enclose with your completed application the appropriate fee. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH. YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER.** You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

Application Fee Waiver: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

NOTE: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

NOTE: Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and submit an application for veteran's credits and submit a copy of their Form DD-214 with the completed application for examination. This information may be submitted at any time between the date of application for examination and the date of the establishment of the eligible list. Applications and information for veterans credits may be obtained at the Warren County Department of Civil Service.

GENERAL INSTRUCTIONS AND INFORMATION

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. All eligible lists will be established for a maximum of four years or the establishment of a new list. It is probable that a number of titles will have an insufficient number of candidates and examinations for these titles will be held on a more regular basis with eligible lists being replaced within the four-year period. Candidates are advised to review our examination postings at our web site: www.warrencountyny.gov/civilservice Probable examination series, which would have more frequent examination, include but are not limited to: clerical, accounting, social services, and uniformed services. It is strongly recommended that all potential applicants continuously review postings on our web site. Candidates will NOT be notified should eligible lists expire within the four-year period.
4. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70. Background checks may be required for appointment.
6. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.

ISSUED: October 26, 2016

**PATRICIA C. NENNINGER
PERSONNEL OFFICER
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LAKE GEORGE, NY 12845-9803**

WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

View all examination announcements on line at: www.warrencountyny.gov/civilservice