

**WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION**

**Announces**

**OPEN COMPETITIVE EXAMINATION**

**(Training & Experience Evaluation)**

**For**

**ASSISTANT SOCIAL SERVICES ATTORNEY**

**LAST FILING DATE: November 20, 2017**

**LOCAL NO. 359**

**EXAMINATION DATE: November 20, 2017**

**NON-REFUNDABLE \$7.50 APPLICATION FEE REQUIRED**  
**(CHECK OR MONEY ORDER ONLY – NO CASH)**

---

**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 one (1) year of experience practicing law as a licensed attorney in a County Attorney's Office, Social Services Attorney's Office, District Attorney's Office, Public Defender's Office or in private practice appearing for parties and/or as an Attorney for the Child in Family Court or a combination of the foregoing.

**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 Administration, or from the web site: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice) Application/exam fee must be submitted to the Warren County Civil Service Administration before the close of business at 4:30p.m. on the last filing date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last filing date. 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:** An application processing fee as specified on this announcement must accompany the application. **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 the Exam Fee Waiver and Certification section on the application or submit the "Application for Fee Waiver and Certification" form with your application by the close of business on the Last Filing Date as listed on the Examination Announcement.**

**Veteran's Credits:** Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and also submit a separate **Application for Veteran's Credits** and supporting documentation. Applications and information on veteran's credits may be obtained at the Warren County Department of Civil Service Administration.

**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, notify this office of this matter when you submit your application for examination

**Saturday Sabbath Observers – Physically Challenged Individuals – Active Military Members:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with a disability who require reasonable accommodations to take the test must clearly indicate the need for special arrangements on their Application. Candidates who are called to military service after filing an Application should send requests for an alternate test date to our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date. You must submit with your application the type of special arrangements or reasonable accommodations requested accompanied by all supporting documentation.

**Multiple Exams Scheduled for the Same Date:** If you have applied with any other local Civil Service agency for any other examination held on the same day, you must make arrangements with each agency to take all your examinations at one test site no later than two weeks before the test date. If you have applied for both State and Local examinations, you must make arrangements with this agency to take all your examinations at a State examination center no later than two weeks before the test date. If you have questions please contact Warren County Civil Service at (518) 761-6440.

### **GENERAL INSTRUCTIONS AND INFORMATION**

1. Positive identification will be required at the test site.
  2. Falsification of any part of the "Application for Employment" will result in disqualification.
  3. 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. Time and place of the examination will be mailed to candidates whose application has been approved, one week before examination date.
  4. Where a degree is required for minimum qualification, do not send transcript unless required on this announcement.
  5. 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](http://www.warrencountyny.gov/civilservice) . Candidates will NOT be notified should eligible lists expire within the four-year period.
  6. 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.
  7. The passing grade for this examination is 70. Background checks may be required for appointment.
  8. 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.
  9. SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
  10. BACKGROUND INVESTIGATION: Applicants may be required to undergo extensive investigation of criminal history and background, which may include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.
- 

This written test is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

**ISSUED: October 20, 2017**

**PATRICIA C. NENNINGER  
PERSONNEL OFFICER  
MUNICIPAL CENTER  
1340 STATE ROUTE 9  
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](http://www.warrencountyny.gov/civilservice)