

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME**

**OPEN COMPETITIVE EXAMINATION
FOR
NO. 23-028 SCHOOL ATTORNEY**

VACANCIES: At present, two vacancies exists with Jefferson- Lewis BOCES

SALARY: \$100,000 - \$124,000/yr.

**CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NEW YORKS STATE FOR AT LEAST
ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.**

LAST FILING DATE: December 8, 2023

EXAMINATION DATE: December 8, 2023

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

Possession of a license to practice law in New York State.

EXAMPLES OF WORK: (illustrative only)

Serves as legal counsel for the School District;

Writes, and reviews contracts the District makes with outside individual or organizations;

Attends to all suits and other legal matters to which the school district is a party;

Renders opinions orally or in writing whenever required by the Board of Education or other school official;

Approves forms given to and contracts made with Board;

Drafts and approves proposed regulations and other legal documents.

SUBJECT OF EXAMINATION: For this position, no written test is required. Candidates will be rated on an evaluation of their training and experience in relation to the duties and requirements of the position. It is essential that candidates give complete and accurate information regarding their training and experience on their applications because one's place on the eligible list will be determined by the rating given in the evaluation.

THE PASSING GRADE FOR THIS EXAMINATION IS 70.0.

APPLICATIONS

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications may be disapproved. All statements made by candidates are subject to verification.

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

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Issued: 11-8-23