

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. 17-019 SOCIAL SERVICES ATTORNEY II**

VACANCIES: At present, one vacancy exists with the Jefferson County Department of Social Services

SALARY: \$64,175 - \$71,667

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

**LAST FILING DATE: November 3, 2017**

**EXAMINATION DATE: November 3, 2017**

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 and two years of experience as a practicing attorney.

EXAMPLES OF WORK: (illustrative only)

Represents the Social Services Department in Family Court in matters involving child abuse and neglect, foster care, paternity, adoption, conservatorships, child support and adult protection;

Acts as legal consultant to the various divisions of the Department of Social Services, including Child Welfare, Public Assistance and the Resource Division;

Prepares all legal actions for negotiation and trial;

Interviews witnesses regarding testimony at trials;

Initiates suits against fraudulent recipients of welfare assistance;

Reviews petitions prior to submission and court orders drawn for resultant proceedings for content, completeness and accuracy;

Prepares and presents evidence at fair hearings;

Provides liaison with Family Court Judges, law enforcement agencies and other legal personnel;

Writes and reviews department contracts with other agencies, vendors.

**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.

**Applicants must complete the New York State Higher Education Services Corporation student loan question on page 2 of the application, pursuant to Section 50-B of the Civil Service Law.**

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: 10-4-17