

GREENE COUNTY CIVIL SERVICE COMMISSION  
411 MAIN STREET, CATSKILL, NEW YORK 12414  
518-719-3253 – www.greenegov.com

**Announces an  
OPEN COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATION FOR**

## **ASSISTANT SOCIAL SERVICES ATTORNEY**

**NON-REFUNDABLE FILING FEE:** A \$15.00 filing fee must be submitted with your application in the form of a check or money order. Credit cards can be accepted when filing applications in **person only**. Please be advised the service fee is 2.49% or a flat fee of \$1.50, whichever is greater, for each credit card transaction.

**CASH IS NOT ACCEPTED**

**LOCATION OF POSITION:** Greene County Department of Social Services; the list resulting from this examination will be used to fill vacancies as they occur within that Department.

**SALARY:** Will vary depending on date/year of appointment

**RESIDENCY REQUIREMENTS & FILING FEE:** There are no residency requirements for filing applications, but preference in appointments may be given to Greene County residents. (C.S. Law #23, Para 4, Sub Para 4-a) and a \$15.00 CHECK OR MONEY ORDER made payable to Greene County Civil Service Commission.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position requiring performance of legal work for the local district Department of Social Services. The work is performed in accordance with the provisions of Social Services Law, the Family Court Act, New York State General Regulations, and policies established by the Commissioner and the County Legislature. The position requires on going interpretation and implementation of the foregoing, legal research, exercising of independent informed judgment, and pursuing appropriate legal action. The attorney is on-call on a 24 hours/7 days a week basis for Supervisors and any/all other legal personnel employed by the Agency.

**EXAMPLES OF WORK:** (Illustrative only)

Provides legal advice and consultation to all employees in any section of the agency such as Temporary Assistance, Resources, Children's Family and Adult Services, and Child Support Enforcement; Prepares all petitions filed by the Department on behalf of those it serves. Examples include, but are not limited to, abuse and neglect petitions, PINS and JD petitions, permanency hearings, petitions to terminate parental rights and to finalize adoptions; Petitions under Article 81 of New York Mental Hygiene Law to afford guardianship by the Commissioner to incapacitated persons; Prosecutes the foregoing in Family, County or Surrogates Court; Initiates and/or reviews claims against the estates of decedents for moneys expended by the Department on their behalf; Replies to all verbal and written correspondence from counsel to the Department's clients; Prepares and submits orders for signatures as directed by the judges of the courts; Meets with and effects strategies with the County Attorney and the District Attorney regarding issues of mutual responsibility and concerns; Provides ongoing legal advice to the Commissioner and Agency staff. Initiates legal actions as directed by Commissioner; Maintains an attorney/client relationship with the County; Reports to the Commissioner.

**MINIMUM QUALIFICATIONS:** Admission to New York State Bar and at one (1) year experience practicing law, which shall include experience in family law.

### **EVALUATION OF TRAINING AND EXPERIENCE**

**SUBJECTS OF THE EXAMINATION:** The only subject of examination will be an evaluation of your training and experience. You are, therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position. In your *summary of training* include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued. In your *summary of experience*, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified. **ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED. A RESUME WILL BE ACCEPTED ONLY AS A SUPPLEMENT TO THE APPLICATION, NOT A SUBSTITUTE FOR IT.**

**APPLICATIONS ARE ACCEPTED CONTINUOUSLY:** For applications, please contact this office at the above address or visit our web site @ [www.greenegov.com](http://www.greenegov.com).