

GREENE COUNTY CIVIL SERVICE COMMISSION  
411 MAIN STREET, CATSKILL, NEW YORK 12414  
518-719-3253 – [www.greenegov.com](http://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:** There are no residency requirements for filling applications, but preference in appointments may be given to Greene County residents. (C.S. Law #23, Para 4, Sub Para 4-a)

**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 ongoing interpretation and implementation of the foregoing, legal research, exercising of independent informed judgement and pursuing appropriate legal action. The attorney is on-call on a 24 hours, 7 days a week basis, for Supervisors and any and all other legal personnel employed by the agency. The work is performed under the general direction of the Commissioner with wide leeway permitted for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

**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 including, but not limited to, abuse and neglect petitions, PINS and JD petitions, permanency hearings and petitions to terminate parental rights and to finalize adoption; 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 monies 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 District Attorney regarding issues of mutual responsibility and concerns; Provides ongoing legal advice to the Commissioner and agency staff as well as initiating legal actions as directed by the Commissioner; Maintains an attorney/client relationship with the County.

**MINIMUM QUALIFICATIONS:** Admission to the New York State Bar and at least one (1) year of experience practicing law, including experience in family law, civil litigation and/or criminal law. Experience performing duties as a law intern (whether paid or unpaid) under the immediate supervision of an admitted attorney may count towards the required experience noted above, depending on the particular duties performed (i.e., motion practice, pre-trial court appearances, etc).

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license is required at time of appointment and this license must be maintained throughout employment.

**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).