



**Department of Human Resources &  
Civil Service**

7 Court Street  
County Office Building, Rm 216  
Belmont, New York 14813  
Ph: (585) 268-9212  
FAX: (585) 268-9742

### **Career Opportunity**

**Department of Social Services (DSS) Attorney**

**Salary \$75,000 ~ \$83,000/year**

**Please submit applications by: August 13, 2021**

**Date of Training and Experience Examination:** Applications rated as they are received.

**Distinguishing Features of the Class:** The work involves responsibility for the performance of professional legal work dealing with all aspects of the Social Services program. The work is carried out in accordance with established strict legal procedures and involves the gathering and assessing of background information on the resources and other aspects of recipients' activities, the making of conclusions, and the appearance in court on behalf of the County in matters involving the Social Services program. Work is performed under the general supervision of the Senior DSS Attorney with wide leeway allowed for the exercise of independent judgment in determining what actions are to be taken in specific cases and the manner in which legal matters are to be undertaken and carried out to the conclusions. Does related work as required.

**Vacancy:** The eligible list established as a result of this examination will be used to fill vacancies in the Allegany County Department of Social Services.

**Salary:** Hire rate varies according to education/experience.

#### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State certified law school.

#### **SPECIAL REQUIREMENTS:**

Admission to the Bar of the State of New York is required at the time of appointment.

**Residency:** Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam. Preference in certification may be given to successful candidates who have been legal residents of Allegany County or the jurisdiction in which appointment is to be made.

**Application forms** may be obtained from and must be filed with the Allegany County Human Resource/Civil Service Department, 7 Court Street, Belmont, NY 14813; (585) 268-9212. You can download the forms from the Allegany County website at <http://www.alleganyco.com> ; however, e-mail or faxed applications are not accepted.

**Application Fee:** In accordance with Civil Service law Section 50, this Civil Service Department will be collecting a fee of \$10 from examination applicants for each separate open-competitive exam for which they apply. The \$10 fee applies to this examination. The required \$10 fee must accompany your application and **must be in the form of either cash (exact amount) or money order** payable to the Allegany County Treasurer. Write the title of your exam on your money order. As no refund will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you are clearly qualified.

**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 a "Request for Application Fee Waiver and Certification" form and submit it with your application. Contact the Allegany County Human Resource/Civil Service Department, 7 Court Street, Belmont, NY 14813, Phone: 585-268-9212 for the Application Fee Waiver and Certification form.

**Veteran's Credit:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the date of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

**Subject of Examination:** The only subject of examination will be an evaluation of candidate's training and experience. The education and experience of those who meet the minimum requirements for this position will be evaluated with emphasis on appropriateness, breadth and regency. You are, therefore, asked to include in your application all pertinent education and experience in sufficient detail so that your background may be fully evaluated.

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

**Eligible Lists:** Successful candidates will have their names placed on the eligible list in the order of final scores. The names of qualified candidates will remain on the eligible list for one year. Candidates may apply for retest at six month intervals.