

COLUMBIA COUNTY CIVIL SERVICE COMMISSION
401 STATE ST., HUDSON, NEW YORK 12534
Phone: 518-828-6622
www.columbiacountyny.com

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Issue Date 1/12/24
County #3528

Columbia County Civil Service Commission announces an open competitive **training & experience** examination for:

ASSISTANT SOCIAL SERVICES ATTORNEY #3528

Application Review:

March 15, 2024 *(no written exam)*

Last Filing Date for Applications:

March 11, 2024

Filing Fee:

Fee for this examination is \$15.00
PERSONAL CHECKS ARE NO LONGER ACCEPTED
(See reverse side for instructions)

Vacancy:

The eligible list established from this examination will be used to fill full-time and part-time vacancies in the Department of Social Services

Residency:

There is no residency requirement for this exam.
(Preference in appointment may be given to Columbia County Residents, (Civil Service Law #23; Sub Paragraph 4A))

Salary:

\$82,400.00 - \$113,300.00

Duties of the Position: This is a professional position requiring performance of legal work for the local district Department of Social Services, under the supervision of the Social Services Attorney/Counsel to the Commissioner. 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 Board of Supervisors and position requires ongoing interpretation and implementation of the foregoing, legal research, exercising of independent informed judgment, and pursuing appropriate legal action. This attorney is on-call on a 24 hours basis at, all times. Typical work activities (illustrative only) include, but are not limited to, the following: Provides legal advice and consultation to any or all employees in any section of the agency such as Temporary Assistance, Resources, Children's, Family and Adult Services, and Child Support Enforcement; Prepares 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 either 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 verbal and written correspondence from counsel to the Department's clients; Prepares and submits orders for signature as directed by the Judges of the Courts; Meets with and effects strategies with the Social Services Attorney/Counsel to the Commissioner, the County Attorney and the District Attorney regarding issues of mutual responsibility and concerns; Completes research assignments as directed by the Social Services Attorney/Counsel to the Commissioner and all related work as directed by same; Provides, ongoing, legal advice to Agency staff. Initiates legal actions as directed by the Social Services Attorney/Counsel to the Commissioner and/or the Commissioner; Maintains an attorney/client relationship with the Commissioner; Candidate would work under the general supervision of the Commissioner and would perform related work, as required. Candidate would also be expected to possess the following performance, knowledge, skills, abilities and personal characteristics: Good knowledge of the principles and practices of common law and of County, State and Federal laws as they apply to social services, civil court procedures and the rules of evidence, general functions and administrative activities of the Department of Social Services; the ability to analyze, appraise and apply legal principles, facts and precedence to legal problems; a good command of language, tact, courtesy, professional judgment; good address, physical condition commensurate with the demands of the position.

GENERAL INSTRUCTIONS TO CANDIDATES (decentralized)

Applications may be obtained from Columbia County Civil Service, 401 State St., Hudson, NY 12534 Phone: 518 828-6622. Applications will be accepted for filing during **OFFICE HOURS ONLY** Monday – Friday 8:00 am – 4:00 pm or via United States Postal Service Mail...Applications postmarked on the last filing date will be accepted. **Applications received/postmarked after the last filing date will not be accepted, including those sent via Columbia County inter office mail. Faxed Applications will not be accepted.**

Note: Sabbath observers/disabled persons/military members: If special arrangements for testing are required, indicate this on your application form.

VETERANS CREDITS: Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotional examination), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the examination. Effective 1/1/98 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 exams. 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 veterans' credit.

"In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established."

RESIDENCY REQUIREMENTS: Candidates must be a resident of Columbia County at the time of exam and for four months prior to the date of the examination, unless otherwise stated on the front of the announcement. Preference in appointment may be given to Columbia County residents or residents of each civil division (CS Law Section 23.4) when opened to contiguous counties. It is the responsibility of the candidate to file a Change of Address Notification Form (available @ Civil Service or @ www.columbiacountyny.com and all supporting documentation as necessary. Information provided will be reviewed at a monthly commission meeting. Date of address change on Eligible list will be effective the date of the commission meeting after information has been reviewed. No attempt will be made to locate candidates who have moved.

RATING & REVIEW: Unless the announcement states otherwise, this written examination is being prepared by NYS Civil Service and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with preparation and the rating of exams will apply to this written examination.

TRANSCRIPTS: Whenever college transcripts or diplomas are required, they should be submitted with the application for the examination.

EXAM NOTICES: The Commission does not acknowledge receipt of the application, but all applicants will be notified of the disposition of their application. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Every candidate should bring his/her Social Security Number to the exam. Do not interpret a notice to appear for the exam to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the exam on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the exam has been held. At that time those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the exam will not receive a score. If you have not received a notice to appear for the written test three days before the date of the test, you should call 828-6622.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. Cell phone calculators are prohibited.

ELIGIBLE LIST: The lists established as a result of examinations will remain in existence for a minimum of one (1) year maximum of (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than announced. When an Eligible List has been in existence for less than one year and a new list for the same position or group of positions is established, the names of the persons remaining on the old list shall have preference in certification over the new list until such old list is one year old.

FILING FEES: A filing fee, as indicated on the front, will be required at time of application. Please write the examination no. and your social security no. on your money order, certified or bank check. Please be advised that NO REFUNDS will be made, therefore, you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are qualified. **MAKE MONEY ORDERS/BANK OR CERTIFIED CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application. Cash is accepted (exact change is preferred). PERSONAL CHECKS WILL NO LONGER BE ACCEPTED.** Credit Cards are accepted, when paying in person, with a 2.35% charge plus an additional dollar.

APPLICATION WAIVER FEE: 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 by the close of business on the Application Deadline as listed on the Examination Announcement. Copies of the Application Fee Waiver and Certification forms are available at the Civil Service Office, 401 State St., Hudson, NY 12534 (518) 828-6622 or on our web site at www.columbiacounty.ny.com.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. If you need an alternate test date, see Alternate Test Date Policy @ www.columbiacounty.ny or call this office at (518) 828-6622 prior to the examination.

MINIMUM QUALIFICATIONS: A candidate must meet the qualifications on or before the last filing date.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS & QUESTAR III: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or Questar III as involving direct contact with students, a clearance for employment from the State Education Department is required.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Candidate may be responsible for fees associated with such an investigation. **Failure to meet the standards for the background investigation may result in disqualification.**

NOTE: Evaluation of foreign post secondary education is required. Please ask for a listing of private/not-for-profit agencies who evaluate foreign credentials. You must obtain an independent evaluation of your education to verify the equivalency of same to the minimum qualifications. This must be presented with your application at time of filing.

Minimum Qualifications: (on or before the last filing date of exam)

Admission to the NYS Bar

Subject of Examination: There will be no written or oral test for this examination.

Candidates who meet the minimum qualifications will receive an evaluation of their training and experience against the background of the duties of the position.

Attach to your application a summary of your training and experience. **Be as concrete and specific as possible;** vagueness and ambiguity will not be resolved in your favor.

In your summary of training indicate all training including any formal coursework which was not a part of a degree program or which has not yet resulted in a degree. Indicate your participation in any continuing education programs including any convocations, seminars, workshops, etc., in which you have participated over the past five years.

In your summary of experience include a comprehensive description of each relevant position you have held and the duties of the position. Also, where applicable, indicate the percentage of time spent in performing specific duties

Candidate Responsibility: It is the responsibility of candidates to provide all necessary documentation and to complete all relevant parts of the application. To receive credit for experience—either qualifying or against a rating scale—they must show basic information such as employer name and address, name and title of supervisor, hours worked per week, dates of employment to include month and year started and ended, etc. A copy of a verifiable transcript for required education and a copy of the required license or professional certificate must be submitted.

All information must be submitted by close of filing. Candidates who submit incomplete applications and documentation may be disqualified.

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