TRAINING & EXPERIENCE EXAMINATION, OPEN TO THE PUBLIC

ISSUED: October 26, 2016

SOCIAL SERVICES ATTORNEY

EXAMINATION NO. **16125-SSA**

Steuben County Department of Social Services

November 30, 2016	Read these instructions *carefully* and *thoroughly*.	December 5, 2016
LAST FILING DATE		**RATING DATE**

A *NON-REFUNDABLE* **$15.00 APPLICATION FEE** APPLIES FOR THIS TEST. See page 2 for details.

INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.

SALARY: $49,883 - $64,492 annually depending on qualifications

VACANCIES: The Eligible List resulting from this examination will be used to fill any appropriate vacancies that may occur in this title during the life of the list.

RESIDENCY REQUIREMENT: Candidates must have been legal residents of **New York State** for at least four months immediately preceding the rating date.

For appointments in other than the County service: Per Civil Service Law Section 23.4-a., preference in appointment may be given to successful candidates who have been legal residents of the appointing jurisdiction, school district, or special district for at least four months immediately preceding the date of the examination.

Non-residents of the appointing jurisdiction may be required to indicate at the time of consideration for appointment that they will establish residency within the locality in accordance with conditions authorized by local laws or ordinances.

MINIMUM QUALIFICATIONS: POSSESSION OF THE MINIMUM QUALIFICATIONS MUST BE ***CLEARLY DEMONSTRATED*** ON YOUR APPLICATION.
Graduation from a regionally accredited or New York State certified law school.

SPECIAL REQUIREMENT(S): Admission to the Bar of the State of New York is required at the time of appointment.

NEW HIRE DRUG SCREENING: New hires will be required to submit to a drug and alcohol screening prior to employment with Steuben County. Candidate will cover the cost of the screening. **A positive screening will delay and may bar hiring.**

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 Social Services 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. Direct supervision is exercised over the activities of Social Services employees who are engaged in investigations and the preparation of legal documents. Does related work as required.

SUBJECTS OF EXAMINATION: TRAINING AND EXPERIENCE SCOPE STATEMENT

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. Show the approximate dates and length of such programs and the nature of your participation.

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.

The rating scale for this examination has been prepared by the New York State Department of Civil Service. Rating will be performed by the Steuben County Department of Personnel and Civil Service, in accordance with Rule 10 of the Steuben County Civil Service Rules, using the State-developed rating scale.

$15 APPLICATION FEE: NO CASH ACCEPTED.

The New York State Civil Service Law requires our Office to collect an application fee. The amount of the fee is **fifteen dollars ($15) per applicant for EACH examination** applied for. Fee must be submitted with the application form, **by check (personal or certified) or money order**, payable to "***Steuben County Finance***." You must record the EXAMINATION NUMBER(S) and TITLE(S) on your CHECK.

Applicants whose application forms are not accompanied by the appropriate fee or whose personal checks are returned for insufficient funds will not be considered as candidates. No Refunds. Also, no refund will be made to applicants who are *disapproved* or who *fail to appear.*

You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are *clearly qualified*. Assistance is available from our office in person or by telephone at 607-664-2345.

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.

GENERAL INSTRUCTIONS:

1. Applications and additional information are available at the Steuben County Department of Personnel and Civil Service, Steuben County Office Building, 3 East Pulteney Square, Bath, New York 14810, or by calling 607-664-2345. Examination announcements are also available on the Internet at www.steubencony.org.
2. Applications postmarked after midnight of the "Last Filing Date" will be disapproved for this examination. If hand delivered, applications must be filed in the Steuben County Department of Personnel and Civil Service no later than 5:00 p.m. on the "Last Filing Date."
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and **all statements made by candidates are subject to verification**.

4. Applicants must **answer every question** on the application form and provide an **original signature**. You may include a resume in addition to completing the application form; however, **you may *NOT* substitute "See Resume"** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**
5. Be sure to KEEP A COPY of your application materials. The Department of Personnel and Civil Service does *not* provide copies of records you submit.
6. APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed *and* ***primarily*** responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid; 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 an application fee waiver, complete Application Item #13.
7. Accepted candidates will be notified of when and where to appear for the exam approximately one week before the scheduled date of the exam. None will be admitted to the examination without the official admission notice. If an application is disapproved, due notice will be sent.
8. This department does not make formal acknowledgment of the receipt of an application.
9. If you have not received your notice to appear for the exam by three days before the exam date, call 607-664-2345.
10. TESTING ACCOMMODATIONS: If special arrangements for testing are required (i.e. religious observance, disability), submit a written request describing your needs with the application form. See Application item #12.
11. INTERVIEW ACCOMMODATIONS: If special arrangements for interviewing are required (i.e. disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application item #12.
12. VETERANS CREDITS: Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" accompanied by the form DD-214 prior to the establishment of the eligible list. The Form DD-214 may be submitted with your application for examination or at any time prior to the establishment of the resulting eligible list. IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.
13. Military Service members on active duty on the exam date may request a military makeup exam by calling 607-664-2345. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
14. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
15. Candidates who fail the examination or who fail to appear for the examination as scheduled will be eliminated from further consideration.
16. Under specific circumstances, an alternate test date may be arranged in accordance with established policy. Your request *and verifiable documentation* should be submitted at least one week prior to the test date or *in case of an emergency no later than 5:00 p.m. on the next business day* following the test. See Application item #12.
17. This examination is being prepared by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of New York State Civil Service Law, Rules, and Regulations dealing with the rating of exams will apply to this examination. Scoring and rating of the written portion will be performed by the Steuben County Department of Personnel and Civil Service in accordance with Rule 10 of the Steuben County Civil Service Rules using the State-developed rating scale. The computer program utilized for the performance test (*if applicable*) self-scores upon completion.
18. Special Requirement for Appointment in School Districts and BOCES: 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 BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
19. Your degree and/or college credits must have been awarded by a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If an educational institution outside of the United States and its territories awarded your degree and/or college credit you must provide independent verification of equivalency. You can call or write to our Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.
20. **Unless otherwise noted, 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*. You will not be permitted to use the calculator function of a cell phone.

Nancy B. Smith

Nancy B. Smith, Personnel Officer