



Livingston County Social Services Attorney (Training & Experience Examination)

LOCATION	Murray Hill Campus (Mount Morris)	JOB TYPE	Full-Time
JOB NUMBER	OC #24016000	DEPARTMENT	Civil Service
OPENING DATE	09/18/2024	CLOSING DATE	10/4/2024 4:00 PM Eastern

Description

LAST FILING DATE: FRIDAY, OCTOBER 4, 2024 at 4:00 PM

EXAMINATION DATE: TUESDAY, OCTOBER 15, 2024

EXAM FEE:

- **Livingston County Residents:** The exam fee will be waived for current legal residents of Livingston County.
- **Military Veterans:** The exam fee will be waived for any Military Veteran who submits a copy of their DD214 Member form.
- **Non Livingston County Residents: The exam fee is \$10.00.**
 - This must be paid by cash, money order, certified check, cashier's check or fee waiver. No other forms of payment will be accepted.
 - All exam fees must be delivered or mailed to Livingston County Human Resources Department, 6 Court Street, Room 206, Geneseo, New York 14454.
 - Fee due by the last filing date, Friday, October 4 at 4:00 PM.
 - Late fees and fees in unacceptable payment forms will NOT be accepted.
 - The fee is non-refundable.
 - **YOUR APPLICATION WILL NOT BE REVIEWED WITHOUT A FEE.**

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. To request a 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 this announcement. Application waiver forms are available at the Livingston County Human Resources Department or on our website at <https://livingstoncountyny.gov/539/Employment-Application-and-other-Forms>.

APPLICATION PROCESS:

Online applications can be submitted using the "Apply" button for this exam announcement.

This exam announcement can be found at: <https://www.governmentjobs.com/careers/livingstoncounty/transferjobs>

Paper applications are no longer accepted.

POSITION INFORMATION:

LOCATION: Livingston County Department of Social Services - Mt. Morris, NY

DUTIES: This is professional legal work involving responsibility for providing legal counsel to the Livingston County Commissioner of Social Services (Commissioner) and department staff. Primary functions include, but are not limited to: representing the department in court proceedings, developing and recommending policies and procedures in accordance with State and Federal laws and regulations and departmental needs, and maintaining standards of service in accordance with departmental policies. The incumbent works closely with other members of the administrative team. Work is performed in the office and in the field. Supervision may be exercised over the work of subordinate personnel. The work is performed under the general direction of the Senior Social Services Attorney and the Commissioner of Social Services in accordance with established policies of the department, and requirements of the State of New York and Federal government, with frequent exercise of independent judgment in planning and carrying out the details of the work. A Social Services Attorney does related work as assigned.

Typical Qualifications

RESIDENCY:

Candidates must have been legal residents of the following jurisdiction(s) for at least four months immediately preceding the date of the written test:

- Livingston County, or
- One of the following Counties: Allegany, Genesee, Monroe, Ontario, Steuben or Wyoming

Applicants must meet all requirements described in the following table in order to be approved for examination and/or appointment:

Qualification Option #	1
Training/Education	<ul style="list-style-type: none"> • Possession of a Juris Doctor degree^[1].
General experience	<ul style="list-style-type: none"> • None required.
Supervisory experience	<ul style="list-style-type: none"> • N.A.
License/Certification	<ul style="list-style-type: none"> • Admitted to practice and in good standing as an attorney and counselor at law before the courts of the State of New York; AND • Possession of a valid New York State driver's license.
Other requirements	<ul style="list-style-type: none"> • See Special Qualifications below.

^[1] Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL QUALIFICATIONS:

1. Must maintain authorization to practice law in New York State throughout employment.
2. An appropriate driver's license must be maintained throughout employment.
3. Access to reliable transportation, which may be used to perform job duties, must be maintained throughout employment.
4. A driving record evidencing safe and responsible vehicle operation is required.
5. Must authorize and execute any necessary releases to enable the appointing authority to verify licensure and driving history involving violations and/or crimes.

Supplemental Information

EXAM SUBJECTS: The only subject of examination will be evaluation of the 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 recency. 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. You must specify 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.

EXAM SCORE: 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.

VETERANS CREDITS: Additional credits are available to veterans who meet certain established requirements. Veterans who have not used their credits may make application for their use. The Veterans Credits application form is available at the Human Resources Department or on our website at <https://livingstoncountyny.gov/539/Employment-Application-and-other-Forms>. Applications for veterans credits must be accompanied by a copy of the candidate's DD214 Member 4 form.

CHILDREN OF FIRE FIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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 exam for original appointment in the same municipality in which his or her parent served. If you are qualified to participate in this exam and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office 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. No credit may be added after the eligible list has been established.

CANDIDATE NAME, EMAIL, AND ADDRESS CHANGES: It is the responsibility of the candidate to notify Livingston County Civil Service of any changes of name, email and/or address. NO attempt will be made to locate candidates who have moved. The form can be found on our website at <https://livingstoncountyny.gov/539/Employment-Application-and-other-Forms>.

EQUAL EMPLOYMENT OPPORTUNITY: Livingston County is an Equal Opportunity Employer. Discrimination on the basis of a protected classification is prohibited with respect to all aspects of employment. Protected classifications include: race, color, sex, sexual orientation, religion, age, national origin, marital status, disability, veteran status, genetic information, domestic violence victim status, gender identity and gender expression, or for any other reason prohibited by law.

PUBLIC EMPLOYERS UNDER LIVINGSTON COUNTY'S CIVIL SERVICE JURISDICTION: The following public employers are under Livingston County's Civil Service jurisdiction and use Livingston County's eligible lists to fill competitive class positions:

County: Livingston.

Libraries: Bell Memorial Library, Dansville Public Library, Wadsworth Public Library.

Villages: Avon, Caledonia, Dansville, Geneseo, Leicester, Lima, Livonia, Mt. Morris, Nunda.

Towns: Avon, Caledonia, Conesus, Geneseo, Groveland, Leicester, Lima, Livonia, Mt. Morris, N. Dansville, Nunda, Ossian, Portage, Sparta, Springwater, West Sparta, York.

Schools: Avon, Caledonia-Mumford, Dansville, Geneseo, Keshequa, Livonia, Mt. Morris, Wayland-Cohocton, York.

Special Districts: Genesee Valley BOCES, Livingston County Water and Sewer Authority.

FURTHER INFORMATION: Contact the Human Resources Department or visit the County's website at:

Livingston County Human Resources Department

6 Court St., Room 206

Geneseo, NY 14454

(585) 243-7570

Agency

Livingston County

Phone

585-243-7570

Address

6 Court Street, Room 206

Geneseo, New York, 14454

Website

<https://www.livingstoncounty.us/>