

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

## Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Social Services Attorney

**EXAM NO:** 10607

**SALARY:** \$40.02/hr Hire Rate;\$43.47/hour Working Rate

**TYPE OF EMPLOYMENT:** Full-time, 35 hours per week

**ISSUE DATE:** 07/11/19

**THE FINAL DATE TO FILE APPLICATIONS:** 07/26/19

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 07/27/19

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

### **LOCATION OF POSITIONS/VACANCIES:**

There is currently one vacancy in the title of Social Services Attorney located in the Tompkins County Department of Social Services. The eligible list resulting from this examination may be used to fill this vacancy and any other appropriate full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

The examination announcement is being held in conjunction with the vacancy posting. A permanent appointment will be made from the resulting eligible list.

**Note:** The Department of Social Services is seeking to fill one of its three attorney positions. The selected candidate's primary duties will entail representing the Department in Family Court with respect to Child Support and/or Child Welfare cases.

**Note:** Cooperation with and satisfactory results from a criminal history background check will be required prior to any appointment being finalized.

**MINIMUM QUALIFICATIONS:** Admission to the Bar in New York State. Applicants must provide verification that they have passed the NYS Bar exam and provide a current Certificate of Good Standing from the New York State Supreme Court, Appellate Division. An employee, is required to maintain the certificate of good standing for the duration of his or her career.

**NOTE:** Because their responsibilities within or in support of the Child Support division will entail access to protected Federal Tax Information, all appointees to this title must pass a criminal history background check. Toward that end, they will be required

to provide a complete and accurate history of their residential addresses (on which inquiries to local law enforcement will be based) and to have their fingerprints checked against State and/or Federal criminal databases.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional legal position which involves responsibility for all legal aspects of the Department of Social Services. The work is performed under the general supervision of the Commissioner of Social Services. Occasional supervision may be exercised over the work of clerical staff, the Legal Unit Administrator, the Fraud Investigator, and the Resource Assistant. The incumbent will perform all related duties as assigned.

### **TYPICAL WORK ACTIVITIES:**

- Represents the Social Services Department in Family Court in matters involving child abuse and neglect, foster care, adoption, other child welfare proceedings, child support matters, and guardianship proceedings;
- Researches and advises Social Service staff on the legal aspects of the department's operation, including case preparation and testifying;
- Represents the Department and consults with Social Services staff and the County Attorney's Office in matters involving Persons in Need of Supervision, Juvenile Delinquency Proceedings, bonds and mortgages, liens and a variety of other legal instruments, agreements and rights;
- Reviews petitions prior to submission and court orders drawn for resultant proceedings for content, completeness and accuracy;
- Consults with and advises Commissioner of Social Services and other department staff on questions of legal liability and alternative courses of action;
- In consultation with the Commissioner provides assistance to the County Attorney regarding lawsuits brought against the department; Provide liaison with Family Court Judges and Commissioner of Social Services;
- Provides training to Child Welfare staff and other Department staff on department procedures, Family Court Art, Social Services and Domestic Relations Laws.
- Prepares case and represents the Department in all matters that are appealed.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the State Social Services Law, rules and regulations;
- Thorough knowledge of the State Family Court Act, rules and regulations;
- Good knowledge of the procedures, laws and rules governing the administration of public assistance;
- Good knowledge of family court law as it pertains to issues of child support, neglect, abuse, foster care, Juvenile Delinquency proceedings and Persons in Need of Supervision proceedings;
- Understands basic social work best practices including strength-based and family focus service delivery.
- Working knowledge of County law and rules;
- Working knowledge of wills and future interests and other aspects of general legal work;
- Ability to efficiently gather facts by interview and investigation;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ability to work well with others;
- Ability to meet deadlines and work on multiple projects simultaneously;
- Integrity and excellent judgment;
- The employee's physical condition shall be commensurate with the demands of the position.

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### **COMPLETE SCOPE OF THE EXAMINATION:**

There is no written or oral test for this examination.

The only 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 (an original transcript is required), 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 letter for admission to the New York State Bar Association. This should specify the date that you were admitted.

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.

Submission of a resume does not relieve a candidate of his/her responsibility for properly completing the official Tompkins County Application for Examination/Employment. Candidates who fail to adequately complete the application will be disqualified.

**NOTE:**

**Confirmation of your admission to the New York State Bar is required.**

**THE ELIGIBLE LIST:**

Candidates who are successful will be established to the list for Social Services Attorney for a period of one year. Eligible candidates will be ranked in accordance with the score assigned to them based upon their training and experience and, in case of tie scores, by the date of testing and alphabetically.

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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 may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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.

**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. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850