



NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – Suite G2
Lockport, New York 14094

(716) 438-4071
FAX 438-4077

**CONTINUOUS RECRUITMENT FOR
ASSISTANT SOCIAL SERVICES ATTORNEY
(Training & Experience)**

Open Competitive Examination

Salary: CSEA Grade 10

This examination is held on a continuous recruitment basis. The eligible list resulting from this examination will be used to fill any vacancies as they occur in the Niagara County Department of Social Services.

Your name will be placed on the eligible list in final score order, regardless of when you filed or received your grade. Your name at that score will remain on the list for a one (1) year period. Should you receive a permanent appointment from the list, your name will be removed from consideration for subsequent vacancies.

RESIDENCE REQUIREMENTS:

Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered approved college or university with a law degree **AND** one (1) year court experience representing cases dealing with issues such as child welfare, fraud, recoupment of funds, or estate settlements.

SPECIAL REQUIREMENTS:

Current registration as an Attorney in New York State at time of appointment and for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This position reports to the Social Services Attorney regarding department legal affairs and assigned court matters, such as Resources and Fraud Investigation. Assists Social Services Attorney in carrying out the activities of the legal division of the Social Services Department.

SUBJECT OF EXAMINATION:

There will be no written or oral test for this examination. It is essential that you give complete and accurate information on the application form. You must also submit official college transcripts to this office by the time your name is certified. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training & experience against the duties of the position being tested.

CANDIDATES NOTE:

You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT. If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary.** *If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.*

Please review [IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES](#)

A non-refundable **\$15.00** application fee must accompany each application. Apply and pay online or submit a check or money order payable to: **Niagara County Civil Service.**

APPLICATIONS ACCEPTED ON A CONTINUOUS BASIS