



SOCIAL SERVICES ATTORNEY (HELP PROGRAM)

SALARY: \$118,450

DEPARTMENT: SOCIAL SERVICES

LAST FILE DATE: 03/31/2026

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 Health and Human Services and under the supervision senior legal counsel. Supervision may be exercised over the work of other legal and or administrative staff. The incumbent will perform all related duties as assigned

RESIDENCY REQUIREMENT: Applicants must be a legal resident of New York State.

Please provide a copy of your driver's license (front and back) for proof of residency.

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS: Admission to the Bar in New York State and two (2) years of experience in the practice of law.

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

Possession of a valid NYS driver's license is required at time of appointment and maintained during employment.

NOTE: Because responsibilities of this position may fall within or in support of the Child Support division and 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.

All applicants must, at the time of interview, sign a release under Section 424 of the Social Services Law. This release authorizes an inquiry to the New York State Control Register of Child Abuse and Maltreatment. Acceptable clearance must be maintained throughout the course of employment and any changes in status (including being named in a report of suspected child abuse or maltreatment) must be reported to Montgomery County immediately.

Candidates will not have to take a traditional exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive written exam to be considered for employment. Candidates hired under the HELP program, will be classified as non-competitive and categorized as a “HELP Program” position. A candidate serving in a HELP title for a period of 6 months, will gain competitive class status upon successful completion of a Qualified Incumbent Examination (QIE)

Applications are available online at: www.co.montgomery.ny.us Completed applications must be received by the last file date.