



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY NY
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

SOCIAL SERVICES ATTORNEY-PROVISIONAL

SALARY: \$103,000 (2024)

DEPARTMENT: SOCIAL SERVICES

LAST FILE DATE: 1/5/2024

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 and under the supervision *Senior Legal Counsel*. Occasional supervision may be exercised over the work of clerical 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 a County Social Service Agency with preferable experience related to New York State SOS §111-g, New York Family Court Act, New York Child Support Standards Act, Uniform Interstate Family Support Act, and related legislation.

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.

****Provisional appointment pending the successful completion of the civil service exam and being reachable on the resulting list****

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