



HUMAN RESOURCES DEPARTMENT
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126
PHONE: (315) 349-8209 ♦ FAX: (315) 349-8254
oswegocounty.com/humanresources

EXAMINATION ANNOUNCEMENT

SUPERVISING SOCIAL SERVICES ATTORNEY

EXAMINATION NUMBER: 20025000 (Open to the Public)
LAST FILING DATE: Wednesday, August 20, 2025 (Applications will **NOT** be accepted after this date)
EXAM FEE: Exam Fee Waived
NOTE: This exam is a T&E (Training & Experience) format, there is no written test.
See Scope of the Exam for more details.

SALARY RANGE: \$93,817-\$136,124 per year.

JOB DESCRIPTION: This professional position acts as the head of the legal division at the Department of Social Services and is responsible for managing and supervising legal matters and providing counsel to the Department. In accordance with agency policies and procedures, as well as New York State Laws, rules and regulations, the incumbent reviews legal documents and legal actions, provides legal advice and opinions in connection with various social services programs. Work is performed under the direct supervision of the Commissioner of Social Services with wide leeway allowed for the exercise of independent judgment in applying legal knowledge to specific problems and the taking of appropriate legal action. Supervision is exercised over Social Services Attorneys. The incumbent does related work as required.

RESIDENCY REQUIREMENTS: There are no residency requirements for this exam, however, preference in appointment may be given to candidates who are legal residents of Oswego County at time of exam.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

Graduation from an American Bar Association accredited law school, admission to the New York State Bar, and (3) years of experience in the practice of social services law.

REQUIRED CERTIFICATION/LICENSE: Established by statute, rule or regulation governing position. NYS license to practice law. Current registration with the NYS Office of Court Administration at time of appointment.

SCOPE OF THE EXAM: There is no written exam for Supervising Social Services Attorney. The only subject of 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, 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 professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

In your **summary of experience**, you must specify your dates of 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.

ILLUSTRATIVE DUTIES:

- Supervises and administers professional staff of the legal unit of the Department of Social Services (DSS) in providing legal counsel and support to the Commissioner, Supervisors, Caseworkers and other members of the DSS staff on any and all matters relating to the Department's programs;
- Prosecutes petitions filed in Family Court by the Department of Social Services including but not limited to child abuse or neglect cases;
- Represents the Department's Adult Protective Services unit in court and the Integrated Services unit in Fair Hearing cases;
- Represents the Department in resource recovery efforts which may include representation of the Department in small claims or other courts;
- Presents child and spousal support petitions, where DSS is seeking reimbursement for Public Assistance and/or Medicaid from legally responsible relatives;
- Prosecutes Juvenile Delinquency and Persons in need of supervision cases;
- Reviews and appraises the progress of cases being pursued by staff attorneys;
- Serves as the legal point of contact and provides legal representation for DSS interests before all courts and administrative bodies as required;
- Plans and schedules the assignments of staff attorneys, including coverage of "office hours" occurring twice per week;
- Assigns responsibility for and participates in the preparation of a variety of legal documents in support of ongoing client actions;
- Assigns responsibility for and participates in the preparation of briefs and other trial materials, and represents the department in court;
- Assigns and/or carries out a variety of research projects relating to the department's legal preparations;
- Represents the unit to governmental entities in cases that require policy interpretation;
- Directs in-service legal training of para-professional DSS employees to make them aware of Federal and State regulations affecting client relationships;
- Acts as lead attorney in complex court cases;
- Performs other related duties as assigned.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Oswego County. Additional information is available at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

APPLICATION DEADLINE POLICY: Application must be submitted to the Oswego County Human Resources Department or through the online portal before the close of business at 4:00 p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date. Applications that are received through inter-office mail, e-mail, or via facsimile must be received before the close of business at 4:00 p.m. on the last file date or they will not be accepted.

ELIGIBLE LISTS: Candidates who are successful in this examination and who meet the qualifications will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or on which they took the examination. The names of qualified candidates will remain on the eligible list for one (1) year.

OSWEGO COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

ISSUED: August 1, 2025
Julie A. Bell
Director of Human Resources

GENERAL INSTRUCTIONS

1. Applications and additional information can be obtained at the Human Resources Department, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling (315) 349-8209, or on the web at <http://www.oswegocounty.com/humanresources>.
2. Applications postmarked after midnight of the **Last Filing Date** will not be considered eligible for this examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.
4. Applicants must answer every question on the application form. Incomplete applications will be disapproved.
5. If special arrangements for testing are required (i.e. religious observance, disability), submit written request describing your needs with the application form.
6. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" prior to the establishment of the eligible list. Forms are available upon request at the Human Resources Department.
7. Military Service members on active duty on the exam date may request a military makeup exam by calling (315) 349-8209. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
8. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
9. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
10. This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
11. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
12. The eligible list will remain in force for at least one (1) year and may be extended by the Director of Human Resources for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
13. Special Requirement for Appointment in School Districts and CITI: 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 CITI as involving direct contact with students, a clearance for employment from the State Education Department is required.
14. In accordance with the Child Abuse Prevention Act of 1985, candidates for appointment to Oswego County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Oswego County.
15. 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.