

POSITION AVAILABLE

Issued: 03/13/2019

www.steubencony.org

Steuben County, New York is currently recruiting candidates for the position of

SOCIAL SERVICES ATTORNEY TRAINEE

The trainee level is used to recruit law school graduates with a career interest in social services to the social services field. Trainees receive on-the-job training while performing duties of a limited professional nature under close and continuing supervision. Trainee appointments are for a period of one year, following which incumbents who gain admission to the Bar of the State of New York and receive a satisfactory rating during the traineeship will be advanced to the title of Social Services Attorney without further examination at the conclusion of the traineeship period.

The work involves responsibility for learning the professional legal work dealing with all aspects of the Social Services program. The work is carried out in accordance with established strict legal procedures and involves the gathering and assessing of background information on the resources and other aspects of recipients' activities, the making of conclusions, and the appearance in court on behalf of the County in matters involving the Social Services program. Work is performed under the general supervision of the Senior Social Services Attorney with wide leeway allowed for the exercise of independent judgment in determining what actions are to be taken in specific cases and the manner in which legal matters are to be undertaken and carried out to the conclusions. Direct supervision is exercised over the activities of Social Services employees who are engaged in investigations and the preparation of legal documents. Does related work as required.

Must be successful in a Civil Service examination at a later date.

MINIMUM QUALIFICATIONS

Graduation from a regionally accredited or New York State certified law school.

SPECIAL REQUIREMENT

Admission to the Bar of the State of New York is required by the end of the one year traineeship.

SALARY/BENEFITS

- ✓ \$43,483 - \$55,443 depending on qualifications
- ✓ NYS Retirement and an excellent benefits package

Send application by April 10, 2019 to:

Mary Jo Snyder, Confidential Secretary
Steuben County Department of Personnel & Civil Service
3 East Pulteney Square
Bath, NY 14810