

ASSISTANT DIRECTOR OF LEGAL SERVICES (OC)

RC/EL #20146

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application filing fee.

Last date to file for Training and Experience is: **October 31, 2020**

- 1. If applying in person, completed applications must be received in the Department of Personnel no later than 5 PM EST on the last filing date.**
- 2. If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date.**
- 3. If applying by mail, completed applications must be postmarked no later than the last filing date.**

VACANCY: One position in the Rockland County Department of Social Services.

POSITION EXISTS IN: The Rockland County Department of Social Services

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$104,738 annually for a 40-hour-work-week with the County of Rockland.

WHAT THE JOB IS LIKE: This is professional legal and administrative work involving responsibility for assisting the Director of Legal Services in the implementation and oversight of legal activities in the Department of Social Services. The work is performed under the director of higher-level administrator and supervision is provided to professional and support staff. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date you must have: Possession of a license to practice law in the State of New York and four years of experience in the practice of law, at least two years of which must have been in a governmental setting. In addition, work experience must have included one year of supervisory and/or managerial experience over professional staff including attorneys and at least six months of which must have included work in a social services setting or other municipal setting that supported multidisciplinary teams for special victims, including severely exploited/abused children, domestic violence victims, and elderly exploitation.

SPECIAL REQUIREMENT: License to practice law in the State of New York must be maintained throughout the course of employment in this title.

(Please submit a copy of your valid license to practice law in New York State and a copy of your current Certificate of Good Standing with your application to the Rockland County Department of Personnel.)

Official college transcripts must be sent directly from the school to the Rockland County Department of Personnel no later than November 30, 2020. Student transcripts are not acceptable.

NOTE: Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

SEE NEXT PAGE

ASSISTANT DIRECTOR OF LEGAL SERVICES (OC) RC/EL #20146 (CONTINUED)

SUBJECT OF EXAMINATION: There will be no written or oral test for this examination. Candidates who meet the minimum qualifications will receive a rating based on an evaluation of their experience against the background of the duties of this position. You are, therefore, asked to include in your application, a summary of all pertinent training and experience in sufficient detail so that you may avail yourself of as high a score as possible. Your application will be rated on the following items:

1. Do you meet the minimum qualifications? (See above)
2. Do you possess a Juris Doctorate degree? (Please have your official college transcripts sent directly from the school to our office.)
3. Do you possess a valid license to practice law in New York State? (Please submit a copy of your license to practice law with your application.)
4. Do you possess a current Certificate of Good Standing? (Please submit your current certificate of Good Standing with your application.)
5. Do you have any continuing education? (Please submit proof of continuing education with your application.)
6. Do you have four years of experience in the practice of law? (Please note starting month/year and ending month/year as well as hours per week worked.)
7. Do you have two years of experience in the practice of law in a governmental setting? (Please note starting month/year and ending month/year as well as hours per week worked.)
8. Do you have one year of supervisory and/or managerial experience over professional staff including attorneys? (Please note starting month/year and ending month/year as well as hours per week worked.)
9. Do you have at least six months of specialized experience in the practice of law which must have included work in a social services setting or other municipal setting that supported multidisciplinary teams for special victims, including severely exploited/abused children, domestic violence victims, and elderly exploitation? (Please note starting month/year and ending month/year as well as hours per week worked.)

NOTE: A resume does not substitute for the completed application but may supplement the application. Month and year, as well as hours per week worked, must be indicated. **Also include a copy of your professional license(s) or documentation indicating eligibility for licensure with your application.** Candidates who submit incomplete applications or documentation may be disqualified. Additional information will not be accepted after applications have been evaluated.

Date Issued: 9/24/2020