

**ATTORNEY II (OC)**  
**RC/EL #24136**

Last date to file for Training and Experience Rating is: **April 15, 2024**

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

**POSITION EXISTS IN:** Rockland County Department of Social Services and Rockland County Sewer District No. 1. Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

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

**SALARY:** The starting salary is \$88,079 annually for a 40-hour workweek with the County of Rockland. Salary will be pro-rated for less than full-time positions.

**WHAT THE JOB IS LIKE:** This is professional legal work involving the representation for a municipal client in court and other legal proceedings, hearing and appeals and includes the responsibility for the preparation of legal documents. The specific duties will depend on the area of assignment. The work is performed under the general supervision of a higher-level attorney or an administrator, and supervision may be provided to lower-level attorney staff. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

**MINIMUM QUALIFICATIONS:** By examination date, you must have: Possession of a license to practice law in New York State and one (1) year of experience in the practice of law.

**NOTE:** Must provide a current certificate of good standing.

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

**For positions within the Child Support Enforcement Unit at the Rockland County Department of Social Services:**

**SPECIAL REQUIREMENT:** Per Internal Revenue Service (IRS) Security Guidelines for Federal, State and Local Agencies (IRS Publication 1075, Section 5.1.1), employees with access to Federal Tax Information (FTI) must complete a background check which is favorably adjudicated. The background check will include FBI fingerprinting; a check of local law enforcement agencies where the employee has lived, worked and/or attended school within the last 5 years, and if applicable, of the appropriate agency for any identified results and verification of citizenship/residency. You will be required to pay for a processing fee for the fingerprinting. NOTES: (1) A criminal record does not necessarily disqualify you from employment or access to FTI. An individualized determination will be made as to how any conviction would impact suitability to handle FTI. (2) Federal guidelines require that a reinvestigation will be conducted within ten years of the date of the previous background investigation for each employee requiring access to FTI. NY law does not currently permit reinvestigation but may be changed at any time to permit reinvestigation pursuant to the federal guidelines.

Please refer to the FTI policy posted on the Rockland County Department of Social Services website for further information.

**NOTE:** Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than ten (10) days after the last filing date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

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**ATTORNEY II (OC) #24136 (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 training and experience against the background of the duties of the position. 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. Your application will be rated on the following items. Please be sure your application and any supporting documents are sufficiently complete to avail yourself of as high a score as possible.

1. Do you meet the minimum qualifications? (See above.)
2. Do you possess a current Certificate of Good Standing? (Please submit your current Certificate of Good Standing with your application.)
3. Do you have any continuing education? (Please submit proof of continuing education with your application.)
4. Do you have one year of experience in the practice of law? (Please note starting month/year and ending month/year as well as hours per week worked.)
5. Do you have any specialized experience in the practice of law? (Please note starting month/year and ending month/year as well as hours per week worked.)
6. Do you have any supervisory experience over other licensed personnel in the field of law?

**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: 3/11/2024**