PLEASE POST CONSPICUOUSLY – Remove 9/16/2026

County of Chautauqua in the State of New York Announces:

SOCIAL SERVICES ATTORNEY

Examination Number #14310010

Salary: County of Chautauqua - $111,562.00-$192,124.00/Year

OPEN TO THE PUBLIC

Examination Date: 9/16/2026 **Applications must be *Submitted Online* by: 9/16/2026**

Issued on 9/2/2026 by Chautauqua County Department of Human Resources, Gerace Office Building, Mayville, NY 14757 (716) 753-4237

Exam announcements and application portal can be found at **https://chautauqua-portal.mycivilservice.com/.**

APPLICATION AND EXAMINATION PROCESS: Your application is part of the examination process. **TO APPLY**, you must create an online account at https://chautauqua-portal.mycivilservice.com/ and answer all questions with complete information. Vagueness or ambiguity will not be interpreted in your favor. ***We do not refer to other applications or resumes on file for additional information***. Applications that do not show training and/or experience to meet minimum qualifications may be disapproved.

A non-refundable examination processing fee of $15.00 will be required at the time of application, for each separately numbered examination for which you apply. Fee **may be paid by credit/debit card. We cannot accept cash.** All fees for examinations are ***Non-Refundable*** Examination Processing Fees, regardless of the eligibility determination on your application. As no refund will be made, you are urged to review the examination announcement carefully, to compare your qualifications with the requirements for admission, and to file only for those examinations for which you are clearly qualified.

EXAMINATION PROCESSING FEE WAIVER: A waiver of examination processing fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination processing fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for examination processing fee waiver are subject to verification. If you can verify eligibility for an examination processing fee waiver, complete the appropriate section of the Application and submit it by the Application Deadline as listed on the Examination Announcement.**

VACANCIES: At present one (1) vacancy exists in the Chautauqua County Department of Mental Hygiene and Social Services.

DUTIES: A Social Service Attorney performs professional legal and administrative management services as counsel for the County Department of Mental Hygiene and Social Services (MHSS). An employee in this class is responsible for answering technical, legal and resource questions and providing legal advice regarding problems in court and on matters related to implementation of laws, rules, regulations and directives related to the work of MHSS. Services performed are under the general supervision of the Director of Mental Hygiene and Social Services in consultation with the County Attorney. Wide latitude exists for the exercise of independent judgment in the application of knowledge and experience to specific problems. Supervision is exercised over staff attorneys and clerical employees. Does related work as required.

MINIMUM QUALIFICATIONS: Admission to the Bar of the State of New York and two (2) years of experience in the practice of child abuse/neglect law, child support enforcement law, family law, public interest law, poverty law, elder law, welfare fraud law, or criminal prosecution.

ADDITIONAL REQUIREMENTS:

1. Possession of a License to practice law in New York State at the time of application, appointment, and during service in this class.
2. This position is a public officer as defined under Section 3 of NYS Public Officers Law. As such, candidates must be legal residents of Chautauqua County at time of appointment and during service in this classification.

SUBJECTS OF EXAMINATION: There will be no written or oral test for this examination. Candidates who meet the minimum qualifications will receive an evaluation of their training and experience against the background of the duties for the position.

When submitting your application, please upload a summary of your training and experience, when prompted, as an attachment. Be as concrete and specific as possible; vagueness and ambiguity will **NOT** be resolved in your favor.

In your summary of training indicate all training including any formal coursework which was not a part of a degree program or which has not yet resulted in a degree. Indicate your participation in any continuing education programs including any convocations, seminars, workshops, etc., in which you have participated over the past five years. Show the approximate dates and length of such programs and the nature of your participation.

Your summary of experience should include a comprehensive description of each relevant position you have held and the duties of the position. Also, where applicable, indicate the percentage of time spent in performing specific duties.

Please fully complete the job experience section of the application. We evaluate candidates based solely on the details provided in these fields. Resumes will not be referred to or accepted as a substitute. **Do not write "see resume" in this section.** All relevant work experience must be typed directly into the application fields to be considered for this role.

CANDIDATE RESPONSIBILITY: It is the responsibility of candidate to provide all necessary documentation and to complete all relevant parts of the application. To receive credit for experience – either qualifying or against a rating scale – they must show basic information such as employer name and address, name and title of supervisor, hours worked per week, dates of employment to include month and year started and ended, etc. A copy of a verifiable transcript for required education and a copy of the required license or professional certificate must be submitted.

All information must be submitted by close of filing. Candidates who submit incomplete applications and documentation may be disqualified.

Candidates who have previously applied for this title must update their applications during the filing period per New York State rules for rating of training and experience examinations. Applications that have NOT been updated during the filing period for this test will NOT be rated.

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GENERAL INFORMATION / INSTRUCTIONS

CHAUTAUQUA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of Chautauqua County to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, (including traits historically associated with race, including but not limited to, hair texture and protective hair styles) creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status, arrest record or status as a victim of domestic violence, familial status, gender/gender expression, reproductive health decisions, citizenship or immigration status, or any other factor prohibited by law. Employment decisions are based on qualifications, merit and business needs. The policy can be obtained at chqgov.com.

THE DIRECTOR OF HUMAN RESOURCES RESERVES THE RIGHT TO ACCEPT OR REJECT APPLICATIONS RECEIVED AFTER THE PUBLISHED LAST FILING DATE FOR THIS EXAMINATION: Applications must be either:

A. Received at the Chautauqua County Department of Human Resources, Room 144, Gerace Office Building, Mayville, New York 14757 prior to the close of business on or before the last filing date published for this examination, or:
B. Postmarked on or before the last filing date published for this examination. Please note that mail deposited in a mail box on the last filing date but after the post office's last pick up for that day will receive a post mark for the following day and, therefore, will not be considered a timely submission by this office.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the **local jurisdictions no later than two weeks before the test date**, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. **Cross-file application forms are available on the Internet at chqgov.com** or by contacting the Chautauqua County Department of Human Resources, Gerace Office Building, Mayville, New York 14757. Phone (716) 753-4237.

LEGAL AUTHORIZATION TO WORK IN THE UNITED STATES: Federal Immigration Law requires employers to verify that all persons hired are legally authorized to work in the United States. If you are hired, you will be asked to swear, under penalty of perjury, that you are legally authorized to work in the U.S., and you will be required to submit proof of that authorization.

CURRENT/PROSPECTIVE MILITARY SERVICE MEMBERS: New York State Law provides for Military Make-up Tests in cases where candidates cannot attend the scheduled test on the published test date due to active military duty. You must file an application for this examination in accordance with this examination announcement and you must request the special test arrangements, which are available. If you expect to enter military service, you may still compete in this examination and be appointed or reinstated after you return from active duty. Contact our office for details.

THIS EXAMINATION IS BEING 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 and review of examinations will apply to this test. The eligible list resulting from an examination may also be used for appointment to the same title or to any other title deemed to be similar and appropriate.

ALTERNATE TEST DATES: State and local examination policy does permit alternate test dates for certain compelling reasons. For details or to request an alternate test date, contact the Department of Human Resources.

LOCATION OF EXAM SITE: Examinations are held in Mayville unless for reasons beyond our control, we must change the test site.

VETERAN CANDIDATES: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

SECTION 85-a OF THE CIVIL SERVICE LAW: Effective 9/17/02, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

ADMISSION TO EXAMINATION: Notice to appear for the examination will be conditional, as review of applications for minimum requirements may not be made until after the written test. Call the Chautauqua County Human Resources Office if you have not received your notice 3 days before the date of the examination. You may not be admitted to the examination room without official notice.

RELIGIOUS ACCOMMODATIONS AND OTHER SPECIAL ARRANGEMENTS: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, please contact our office so that we can make arrangements for you to take the test on a different date. Applicants with disabilities who require special arrangements should contact our office by the close of the filing period for the examination.

RATINGS REQUIRED: Tests are rated on a scale of 100 with the passing mark at 70. Unless the announcement states otherwise you must pass the written test and the oral test, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment. In addition to meeting specific requirements, candidates must be of good moral character and habits.

MEDICAL EXAMINATION/BACKGROUND INVESTIGATION: Applicants may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position. You may also 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.