

FRANKLIN COUNTY CIVIL SERVICE  
AN EQUAL OPPORTUNITY EMPLOYER  
DECENTRALIZED TRAINING & EXPERIENCE EXAMINATIONS FOR  
**ATTORNEY TITLES**

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ASSISTANT SOCIAL SERVICES ATTORNEY

Minimum Qualifications: Graduation from a law school of recognized standing.

Special Requirement: Admission to the NYS Bar.

SOCIAL SERVICES ATTORNEY

Minimum Qualifications: Graduation from a law school of recognized standing and either four years of progressively responsible experience in the general practice of law or three years of progressively responsible experience in the practice of municipal law.

Special Requirement: Admission to the NYS Bar.

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APPLICATIONS ACCEPTED CONTINUOUSLY  
EXAMINATIONS HELD UPON RECEIPT AND REVIEW OF APPLICATION

BASE SALARY: Varies with municipality.

RESIDENCY: **Residency Waived.**

IMPORTANT NOTE: YOUR ADDRESS MUST BE KEPT CURRENT WITH THIS OFFICE AS NO CORRESPONDENCE WILL BE FORWARDED.

VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies within the jurisdiction of the Franklin County Personnel Officer.

ELIGIBLE LISTS: Successful candidates will have their names placed on the eligible list in the order of final scores, regardless of the date on which they took the examination. The names of qualified candidates will remain on the eligible list for ONE year. Candidates may reapply for this examination one year after taking the test.

WRITTEN TEST: 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 of the position.

ATTACH TO YOUR COMPLETED APPLICATION: **A summary of your training and experience AND a copy of admittance to the NYS Bar.** Be as concrete and specific as possible; vagueness and ambiguity will not be resolved in your favor. (Candidates need to provide all necessary documentation and complete all relevant parts of the application. To receive credit for experience you 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, day, year started and ended, details of job duties, etc.)

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.

In your summary of experience 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.

NOTE: A copy of verifiable transcript for required education and copy of the required license or professional certificate must be submitted with application.

VETERANS CREDITS: Proper application for Veterans Credits should be filed at the time application is made for the examination.

NON-REFUNDABLE FILING FEE: \$10.00

Candidates applying to take examination(s) must submit with their application, \$10.00 in Cash, Check or Money Order payable to the Franklin County Personnel Office. All applications submitted without filing fee will not be processed.

APPLICATION AND FURTHER INFORMATION

Franklin County Personnel Office  
4th Floor - Courthouse  
355 West Main Street, Suite 428  
Malone, NY 12953  
Phone: (518) 481-1677  
[www.franklincony.org](http://www.franklincony.org)