



CONTINUOUS RECRUITMENT
OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Table with 5 columns: Examination No. & Title, Salary Grade (Equated to), Beginning Salary, Job Rate, Non-Refundable Processing Fee (Waivers Available). Row 1: 20-131 Legal Specialties, G-18 to M-1 (M/C), \$56,745 - \$79,184, \$100,091, \$40. Row 2: 20-131 Legal Specialties, G-18 to G-25 (PEF), \$56,604 - \$81,446, \$102,661, \$40.

IMPORTANT: Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm##Fee. It is important that you verify that you entered the correct examination number and title on your paper application prior to submitting.

THE LIST RESULTING FROM THIS EXAMINATION WILL BE USED FOR VACANCIES THROUGHOUT THE STATE.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,026 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,513 annual mid-Hudson adjustment.

MINIMUM QUALIFICATIONS TO PARTICIPATE IN THIS EXAMINATION: On or before the date of filing your application you must be a graduate of an accredited law school with an LLB or JD degree and/or be eligible to take the New York State Bar examination. If you are in your senior year at an accredited law school, you may apply within two months of the date of your anticipated graduation. See below for details concerning entry levels of appointment and supplementary qualifications.

NOTES:

- 1. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis in determining the appropriate appointment level. Also, experience gained subsequent to admission to the Bar in a state having reciprocity with New York State can be credited only after admission to the New York State Bar. Candidates must note such experience and the existence of the admission reciprocity agreement at the time of interview.
2. New York State residence is not required.
3. Your degree 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 was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

This examination will be used to fill trainee or journey level appointments (see Legal Traineeship Level chart below).

Advancement Within the Legal Traineeship (Following Appointment From Eligible List No. 20-131): If you are appointed to one of the entry levels of the Attorney Traineeship, you will normally be advanced after each twelve months of satisfactory service to the next higher title (with salary based on performance) until you reach the full performance level of a Senior Attorney, Senior Attorney (Realty), Senior Attorney (Financial Services), Hearing Officer, Unemployment Insurance Referee/Unemployment Insurance Referee (Spanish Language) or Motor Vehicle Referee/Motor Vehicle Referee (Spanish Language).

If you are appointed as an Assistant Attorney 1, you will be automatically advanced to Assistant Attorney 2 upon admission to the New York State Bar. If you are not admitted to the New York State Bar within two years of appointment, your appointment will be terminated.

If your final performance evaluation as an Assistant Attorney 2, and your six month performance evaluation as an Assistant Attorney 3, are rated outstanding, you may be eligible for early advancement to Senior Attorney, reducing your traineeship by six months. Similarly, if your final performance evaluation as an Assistant Attorney 2, and your six month performance evaluation as an Assistant Hearing Officer are rated outstanding, you may be eligible for early advancement to Hearing Officer, reducing your traineeship by six months. Additionally, this would apply to all titles filled from the Legal Specialties traineeship.

All service during the traineeship will be in probationary status. Performance will be evaluated every six months against established standards set by the individual agencies which reflect a timetable for gaining the knowledge and skills necessary so that appointees are able to function at the Senior Attorney, Senior Attorney (Realty), Senior Attorney (Financial Services), Hearing Officer, Motor Vehicle Referee, Motor Vehicle Referee (Spanish Language), Unemployment Insurance Referee or Unemployment Insurance Referee (Spanish Language) level at the completion of the traineeship.

THE POSITIONS: These positions exist in multiple agencies throughout the State. Assignments will vary, depending on the particular department or agency with which you work.

LEGAL TRAINEESHIP APPOINTMENT LEVELS

	Salary Grade	Salary Grade Equated to:	MC	PEF	
Assistant Attorney 1	NS	G-18	\$56,745	\$56,604	Law school graduation and/or eligibility for NYS Bar Admission
Assistant Attorney 2	NS	G-20	\$62,836	\$62,726	Admission to NYS Bar
Assistant Attorney 3	NS	G-22	\$69,785	\$69,603	12 months as an Assistant Attorney 2, or Admission to the NYS Bar and 12 months of subsequent satisfactory legal experience
Assistant Attorney 3 (Financial Services)	NS	G-22	\$69,785	\$69,603	12 months as an Assistant Attorney 2, or Admission to the NYS Bar and 12 months of subsequent satisfactory legal experience
OR Assistant Hearing Officer	NS	G-22	\$69,785	\$69,603	12 months as an Assistant Attorney 2, or Admission to the NYS Bar and 12 months of subsequent satisfactory legal experience in the trial of issues in courts of record or in the conduct or trial of adversary proceedings, quasi-judicial in nature, before a governmental department or agency
Assistant Motor Vehicle Referee/ Assistant Motor Vehicle Referee (Spanish Language)	NS	G-22	\$69,785	\$69,603	12 months as an Assistant Attorney 2, or Admission to the NYS Bar and 12 months of subsequent satisfactory legal experience in the trial of issues in courts of record or in the conduct or trial of adversary proceedings, quasi-judicial in nature, before a governmental department or agency
Assistant Unemployment Insurance Referee / Assistant Unemployment Insurance Referee (Spanish Language)	NS	G-22	\$69,785	\$69,603	12 months as an Assistant Attorney 2, or Admission to the NYS Bar and 12 months of subsequent satisfactory legal experience in the trial of issues in courts of record or in the conduct or trial of adversary proceedings, quasi-judicial in nature, before a governmental department or agency
Senior Attorney	M-1/G-25		\$79,184	\$81,446	12 months as an Assistant Attorney 3, or Admission to the NYS Bar and 24 months of subsequent satisfactory legal experience
Senior Attorney (Realty)	M-1/G-25		\$79,184	\$81,446	12 months as an Assistant Attorney 3, or Admission to the NYS Bar and 24 months of subsequent satisfactory legal experience
Senior Attorney (Financial Services)	M-1/G-25		\$79,184	\$81,446	12 months as an Assistant Attorney 3 (Financial Services), or Admission to the NYS Bar and 24 months of subsequent satisfactory legal experience
OR Hearing Officer	M-1/G-25		\$79,184	\$81,446	12 months as an Assistant Hearing Officer, or Admission to the NYS Bar and 24 months of subsequent satisfactory legal experience in the trial of issues in courts of record or in the conduct or trial of adversary proceedings, quasi-judicial in nature, before a governmental department or agency
Motor Vehicle Referee/Motor Vehicle Referee (Spanish Language)	M-1/G-25		\$79,184	\$81,446	12 months as an Assistant Motor Vehicle Referee/Assistant Motor Vehicle Referee (Spanish Language), or Admission to the NYS Bar and 24 months of subsequent satisfactory legal experience in the trial of issues in courts of record or in the conduct or trial of adversary proceedings, quasi-judicial in nature, before a governmental department or agency
Unemployment Insurance Referee / Unemployment Insurance Referee (Spanish Language)	M-1/G-25		\$79,184	\$81,446	12 months as an Assistant Unemployment Insurance Referee/Assistant Unemployment Insurance Referee (Spanish Language) or Admission to the NYS Bar and 24 months of subsequent satisfactory legal experience in the trial of issues in courts of record or in the conduct or trial of adversary proceedings, quasi-judicial in nature, before a governmental department or agency

DUTIES: The Legal Traineeship Appointment Levels leading to the full performance level will require similar duties and responsibilities as stated for the full performance level below:

As a **Senior Attorney**, your assignment might include such tasks as rendering "in-house counsel" advice to program managers; preparing pleadings; planning litigation strategy; drafting legislation, rules, and regulations; analyzing legal opinions, briefs and other material; performing legal research and analysis; drafting or reviewing contracts; preparing opinions and memoranda of law; or appearing at administrative tribunals or courts.

As a **Senior Attorney (Realty)**, your assignment might include such tasks related to the acquisition by the State of real property; preparing and examining title searches; defending title of previously acquired lands; preparing for the closing of title to such lands and closing titles; analyzing legal opinions, briefs and other material; performing legal research and analysis; and preparing opinions and memoranda of law.

As a **Senior Attorney (Financial Services)**, your assignment might include such tasks as reviewing insurance policy forms for compliance with State and federal insurance laws, rules, and regulations. You might compose post approval reviews of insurance policies, annuity contracts and funding agreements to determine compliance with standard insurance industry practices and that of the State and federal laws governing insurance policies. Also, you might conduct research, review proposed legislation and regulations, and provide legal advice and interpretations regarding corporate mergers, demutualization, corporate conduct, and governance matters in compliance with statutes and regulations.

As a **Hearing Officer**, you might preside at quasi-judicial or administrative hearings which are of an adversarial or investigative nature concerning the resolution of issues of fact, law, and regulatory practice; conduct hearings; issue subpoenas; evaluate evidence; make findings of fact and conclusions of law; and render or recommend decisions.

As an **Unemployment Insurance Referee** or **Unemployment Insurance Referee (Spanish Language)**, you conduct hearings and render decisions in accordance with New York State Unemployment Insurance (UI) Law, related statutes, and special Federal programs, for claimants or employers appealing initial determinations or proposed actions concerning eligibility or employer's liability. You would preside at quasi-judicial or administrative hearings which are of an adversarial or investigative nature concerning the resolution of issues of fact, law, and regulatory practice, directing issuance of subpoenas, requiring attendance of witnesses or the production of necessary documents, taking depositions from witnesses, ruling on the admissibility of evidence, and rendering or recommending decisions.

As a **Motor Vehicle Referee** or **Motor Vehicle Referee (Spanish Language)**, you might preside at quasi-judicial or administrative hearings which are of an adversarial or investigative nature concerning the resolution of issues of fact, law, and regulatory practice in the Traffic Violations Bureau and Safety Hearing Program. You would administer oaths, question witnesses, render written decisions based upon the admission and review of documentary evidence involving cases concerning fatal and serious accidents, chemical test refusals, misuse of junior operative privileges and order restitution.

Language Proficiency: The eligible list may be used to fill job titles that require proficiency in a language other than English. If you are considered for appointment to such a position, you will be required to pass a performance test to demonstrate your proficiency in the language at a level that will ensure your ability to perform the duties of the position. If other language parenthetical job titles are established, the list will also be used to fill those job titles and appointees must demonstrate their language proficiency prior to appointment.

SUBJECT OF EXAMINATION: The Department of Civil Service has developed a selection process which will match your **education and experience** to a specific position that needs to be filled. No written test and no test date are involved. If you meet the Minimum Qualifications, you will be sent an **education and experience** questionnaire which should be completed and returned to the New York State Department of Civil Service. Your answers to the questionnaire will be matched against criteria identified for current vacancies. You will be rated on your education and experience, which will be weighted according to the requirements of the specific position to be filled. Your rating thus may vary when being scored for different jobs. Ratings will be based on such factors as: categories of legal experience; types of tasks previously performed within the legal sphere; major field(s) and level(s) of legal and non-legal education; licenses and certificates obtained (e.g., CPA, P.E.); work experience outside the practice of law; and the duration of each type of experience. It is important to note that your ranking will vary widely, depending on the nature of a given vacancy. You may be considered and called to interviews for several different positions, depending on your education and experience. It will not be possible for the Department of Civil Service to define your rank for any given position in advance of an agency's request for a list of candidates available for appointment. Final scores will be based on the ratings received on the evaluation of education and experience.

Important: The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

HOW TO APPLY:

- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility Human Resources (HR)/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

WHERE TO APPLY: Mail your completed application to:

- Application Processing, New York State Department of Civil Service, Albany, NY 12239

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

State agencies have an ongoing need for persons qualified for appointment to these positions. Therefore, the Department of Civil Service will accept applications at any time.

RETEST POLICY: Qualified candidates may file as frequently as **once a year**, but a new application is required each time.

IMPORTANT: As bar admission affects the level at which you may be appointed, you should indicate the dates and locations of all bar admissions in your application. If you are admitted to this examination before being admitted to the New York State Bar, or before graduation from law school, it is your responsibility to notify the Department of Civil Service when such changes in status occur. Admission to the New York State Bar and current registration to practice in New York State is necessary for continued employment. Disbarment or loss of registration shall result in termination or suspension of your employment.

ADMINISTRATION OF ELIGIBLE LISTS: Each administration of a position-specific evaluation of education and experience will create an individual eligible list which will remain in force for a one-year period; your eligibility for consideration as a result of this examination program (as part of the candidate pool) will last one year. Candidates must re-apply yearly to remain active. Permanent appointment to any one position filled as a result of this examination will remove your name from further consideration.

INFORMATION FOR CANDIDATES

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the state of New York to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS: However, you must be eligible for employment in the United States.

CONTINUOUS RECRUITMENT/ELIGIBLE LISTS: Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for one year. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.