



CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Table with 5 columns: Examination No. & Title, Salary Grade, Beginning Salary, Job Rate, Non-Refundable Processing Fee (Waivers Available). Rows include 20-620 Legal Specialties with various salary grades and rates.

Two boxes: 'Evaluation of Training and Experience To Be Held Periodically' and 'Applications Accepted Continuously'.

ONLINE APPLICATION PROCESS AVAILABLE at https://www.cs.ny.gov/jobseeker

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.

Minimum Qualifications: On or before the date of filing your application you must:

- Either 1. Be a graduate of an accredited law school with an LLB or JD degree; Or 2. Be eligible to take the New York State Bar examination.\*

\*If qualifying under option #2, you must present proof of eligibility to sit for the New York State Bar exam at the time of interview to be eligible for appointment.

Notes:

- 1. Your required educational credentials must have been awarded by an educational institution accredited by a regional, national, or specialized agency recognized as an accrediting agency by the United States (U.S.) Department of Education/Secretary of Education. If awarded by an institution outside of the U.S. and its territories, you must provide independent verification of equivalency. A list of companies that provide these services (fees must be paid to the company you choose) can be found at: http://www.cs.ny.gov/jobseeker/degrees.cfm. 2. If verifiable, we will accept and prorate appropriate part-time and volunteer experience. 3. New York State residency is not required.

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

Advancement Within the Legal Traineeship (Following Appointment From Eligible List No. 20-620): 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	DC-37	THRUWAY AUTHORITY	
Assistant Attorney 1	NS	G-18	\$61,423	\$61,270	\$61,270	\$57,803	Law school graduation and/or eligibility for NYS Bar Admission
Assistant Attorney 2	NS	G-20	\$68,017	\$67,897	\$67,897	\$64,021	Admission to NYS Bar
Assistant Attorney 3	NS	G-22	\$75,538	\$75,340	\$75,340	\$71,006	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	\$75,538	\$75,340	N/A	N/A	12 months as an Assistant Attorney 2, or Admission to the NYS Bar and 12 months of subsequent satisfactory legal experience
Assistant Hearing Officer	NS	G-22	\$75,538	\$75,340	N/A	N/A	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	\$75,538	\$75,340	N/A	N/A	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	\$75,538	\$75,340	N/A	N/A	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		\$85,712	\$88,161	\$88,161	\$85,958	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		\$85,712	\$88,161	N/A	N/A	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		\$85,712	\$88,161	N/A	N/A	12 months as an Assistant Attorney 3 (Financial Services), or Admission to the NYS Bar and 24 months of subsequent satisfactory legal experience
Hearing Officer	M-1/ G-25		\$85,712	\$88,161	\$88,161	N/A	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		\$85,712	\$88,161	N/A	N/A	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		\$85,712	\$88,161	N/A	N/A	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

**Examination Schedule:** State agencies have an ongoing need for persons qualified for appointment to these positions. The Department of Civil Service accepts applications continuously and rates and scores tests on a fixed schedule. **All parts of the examination must be complete by the deadlines below. Failure to complete by the announced deadlines may result in disqualification and your name not appearing on the eligible list.** Please note - The first holding of this examination will be July 6, 2023, through August 31, 2023.

Application and Test Periods
January 1 - February 28
March 1 - April 30
May 1 - June 30
July 1 - August 31
September 1 - October 31
November 1 - December 31

**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.

**Subject of Examination:** **There is no in-person multiple-choice test.** To be considered for appointment to this title, you must pass an **online training and experience test**.

The **online training and experience test** uses an **online questionnaire** to ask questions about your education, training, and work experience. The answers you provide to the questions will be rated and scored in the following areas:

1. Communication, Written, and Oral
2. Research, Analysis, and Decision-Making
3. Workload Management

**The online questionnaire IS YOUR TEST** and should be completed after submitting your application. You will not receive a score on this test unless you complete and submit the online questionnaire. **You must complete and submit the online test by 11:59 p.m. on the last day of the appropriate test period.**

To prepare for completing the online questionnaire (the online training and experience test), it may be helpful to have dates of completed education and work experience available for reference. Responding to these questions, and submitting your questionnaire, is required to complete the examination process.

For more information on how to complete and submit a training and experience test, we highly recommend that you view the T&E Test Tutorial at <https://tms.cs.ny.gov/TNETutorials/01.html>.

Your final score must be 70 or higher to pass. Your final score on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits.

**Selective Certification of the Eligible List:** Agencies will have two options to fill vacancies from the eligible list. One option will be a certification of the general eligible list. Or, if it is determined that specific education and experience beyond the minimum qualifications are required for a position, agencies can utilize a **selective certification** of the eligible list. A selective certification filters the general eligible list by the specific education and experience required for the position based upon eligible candidates' education and experience as indicated on a supplemental **online skills inventory questionnaire**. A **selective certification** will contain only the names of eligible candidates who meet the specialized requirements.

Candidates can complete an **online skills inventory questionnaire** to report their relevant education and experience in order to qualify for positions filled through selective certification. The online skills inventory questionnaire is NOT SCORED and is subject to verification by the hiring agency. Names of candidates who pass the examination, but do not complete the online skills inventory questionnaire, will appear only on the general eligible list and will not be considered for positions filled through the selective certification process.

**Skills Inventory Update Policy:** Qualified candidates may submit an update to their online skills inventory questionnaire at any time. Updates will be pushed out periodically.

**Reapplication and retest policy:** Candidates who were disqualified may reapply in the next test period. Qualified candidates may reapply and retest as frequently as every 6 months. Candidates must submit their test by the test period deadline for updated responses to be rated.

**Applicants are required to have a Personal NY.gov account and keep their email address up to date.** The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include notification of your application status, your test arrangements, 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:** You will need a **personal NY.gov ID** to apply for these examinations. If you do not have a **personal NY.gov** account, please [create an account](#).

There are **three steps** to apply for and take this examination. Steps 1 & 2 **MUST** be completed by the last day of the appropriate test period to be placed on the eligible list. Step 3 is an optional Skills Inventory Questionnaire. This examination uses a "Dashboard" to serve as a navigation tool to guide you through the examination process.

- **Step 1:** Complete and submit the online examination application on or before **11:59 p.m. on the last day of the appropriate test period**.
- **Step 2:** Complete and submit the online training and experience test. The online training and experience test is where you answer questions about how you meet the minimum qualifications. The online training and experience test must be completed and submitted on or before **11:59 p.m. on the last day of the appropriate test period**.
- **Step 3:** Complete and submit the skills inventory questionnaire to be considered for positions filled through selective certification.

To complete the examination process, the Dashboard can be found here: <https://www.cs.ny.gov/dashboards/secure/legal-specialties-examination/>

*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.*

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#### ADDITIONAL INFORMATION

**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 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 two years. 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.