

SOCIAL SERVICES ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work involving responsibility for providing legal services to the County Department of Social Services and providing counsel to the various divisions of the department. The work is performed under the general direction of the Commissioner of Social Services in accordance with overall policies of the department with wide latitude for the exercise of independent judgment in applying legal knowledge to specific problems and the taking of appropriate legal action, and performing related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Directs the legal services in the Department of Social Services;
- Acts as legal consultant to divisions of the Department of Social Services, such as but not limited to Child Welfare, Public Assistance, Child Support, the Resource Division, and Adult Protective Services;
- Provides legal consultation/services related to guardianship matters;
- Prepares legal actions for negotiation and trial; prepares witnesses;
- Prepares cases involving claims against the estates of decedents responsible for public assistance recipients and against legally responsible living relatives;
- Renders legal interpretations of the various areas of law relating to the functions of the Social Services Department;
- May initiate suits against fraudulent recipients of welfare assistance;
- Directs investigations and legal activities in paternity and child support actions;
- Drafts general legal documents and correspondence for various divisions of Social Services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of common law and of County, State and Federal laws as they apply to welfare; thorough knowledge of civil court procedures and the rules of evidence; good knowledge of the general functions and administrative activities of the County Department of Social Services; ability to analyze, appraise, and apply legal principle, facts and precedence to legal problems; ability to communicate effectively both orally and in writing; tact and courtesy; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a law school recognized by the University of the State of New York and admission to the Bar of the State of New York.

NOTE: Current registration with the New York State Office of Court Administration at the time of appointment. The successful candidate must also comply with continuing legal education requirements throughout appointment.

Non-competitive (Part-time)

Competitive (Full-time)

Adopted 11/01/2000 Personnel Officer

Revised 05/12/2015 Personnel Officer