

SOCIAL SERVICES ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving the responsibility for providing legal counsel and support for the Ulster County Department of Social Services (DSS). An employee in this class is responsible for providing legal advice and representation, as assigned, in matters before the Family Court and appellate courts, as well as related client proceedings and situations affecting the operation of DSS. The work is performed under the general direction of the Supervising Social Services Attorney of DSS, with wide latitude for the exercise of independent judgment and applying legal knowledge to specific problems and taking appropriate action. Supervision is not normally a function of this class except over clerical support staff in the normal processing of legal documents and supporting paperwork. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Provides legal counsel and support to the Commissioner, Supervisors, Caseworkers and other members of the DSS staff;

Prepares a variety of actions related to support issues, as provided for under Social Services Law;

Provides legal representation for DSS before all courts and administrative bodies in all matters affecting DSS actions;

Prepares a variety of legal documents in support of ongoing DSS actions;

Prepares briefs and other trial materials and represents the department in Family Court;

Performs a wide range of research projects relating to the department's legal caseload;

Prepares a variety of legal documents, claims and liens in support of DSS resource recovery efforts;

Participates in legal department meetings;

Works with DSS Investigators and Caseworkers to gather evidentiary information in preparation for court hearings;

Corresponds with financial institutions, governmental agencies and individuals when necessary to elicit cooperation in ongoing DSS investigations;

May provide legal representation for DSS interests before all courts and administrative bodies as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of County Law, Social Services Law and other laws of the State of New York which have bearing upon the action of counties; good knowledge of State and Federal regulations and administrative directives regarding social services issues; working knowledge of insurance, real estate and business practices and procedures; working knowledge of the array of support services available; ability to express legal arguments clearly written, orally and before the bar; ability to maintain records and prepare narrative and statistical reports of a written and verbal nature; ability to establish and maintain successful relationships with people; ethical conduct in the practice of the law; honesty, courtesy, tact, 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.

Special Requirement: In order for an application to be accepted, applicant must indicate proof of admission to the Bar in New York State.

ULSTER COUNTY
6820 SS ATTY
Classification: Competitive
6821 SS ATTY PT
Classification: Non-Competitive
Union: UCSA
MGT

Revised: April 16, 2001
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