

AGING SERVICES ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The work involves providing clients of the county office for aging consultations related to a variety of elder law and miscellaneous legal issues. This is professional legal work involving responsibility for providing legal assistance to seniors who request it in a variety of areas such as wills, health care directives, and the variety of legal issues confronting senior citizens. An employee in this class is responsible for answering technical legal questions, preparing documents, and providing advice regarding expertise in elder law. The work is performed under general direction in accordance with agency policies with wide leeway allowed for the exercise of independent judgment and for applying professional legal knowledge to specific problems and the taking of appropriate action.

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 consultations to senior citizens on the following subjects as well as other elder law and miscellaneous legal issues;

Provides estate planning consultations;

Prepares wills and health care directives for senior citizens;

Advises on Medicaid eligibility and asset protection strategies;

Prepares deeds and provides advice on real estate issues;

Advises on Social Security eligibility and provides assistance on claims and disputes;

Consults on creditor claims;

Advises on HMO and health care provider disputes;

Participates in and makes presentations in workshops, seminars and training programs involving senior citizens;

Advises on civil rights issues involving seniors, including employment related disputes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the variety of laws, regulations, and issues having bearing on senior citizens and the practice of elder law; ability to express legal issues clearly by written and spoken work; ability to accurately prepare legal documents; ability to establish and maintain successful relationships with people; ability to establish rapport with senior citizens; honesty; courtesy; tact; ethical conduct in the practice of the law; 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 two (2) years of work experience as an attorney in the specialized practice of elder law.

SPECIAL REQUIREMENT: Current Admission to the Bar in New York State.

ULSTER COUNTY
0135 AGE SV ATY

Adopted: February 17, 1999