

SENIOR SOCIAL SERVICES ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional position involving responsibility for the more complex work of a staff of attorneys 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 general direction of the Supervising Social Services Attorney of DSS, with substantial latitude allowed for the exercise of independent judgment in the application of 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. 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, Supervisor, Caseworkers and other members of the DSS staff as well as to contract agencies which provide ancillary services to DSS;

Provides legal representation for DSS in Family Court in all matters affecting client actions;

Provides legal representation for DSS interests before all courts and administrative bodies as required;

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

Assists Supervising Attorney by reporting progress of cases in prepared reports and in staff meetings;

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

Prepares briefs and other trial materials while representing the department in court;

Participates in legal department meetings;

Performs complex research projects relating to the department's legal preparations;

May assist in training of Social Service Investigators and other para-professional DSS employees to make them aware of Federal and State regulations affecting client relationships;

May represent the unit to governmental entities in cases that require policy interpretation;

May act as lead attorney in complex court cases.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough 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; good 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, and at least two (2) years of experience practicing social services law in the state of New York.

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

ULSTER COUNTY
6552 SR SS ATTY
Classification: Competitive
Union: UCSA
MGT

Adopted: July 31, 2003