

SOCIAL SERVICES ATTORNEY (GRADUATE)

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level professional position providing legal work for the Ulster County Department of Social Services (DSS). An employee in this class is responsible for providing legal research, preparation of legal documents, and advice and representation, as assigned, in all matters before the Family Court and appellate courts affecting the operation of DSS. The work is performed under the general supervision of the Supervising Social Services Attorney of DSS, with considerable leeway allowed in the details of the work. 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.

Performs a wide range of legal research to assist and prepare Social Service Attorneys in providing legal counsel to the Commissioner, Supervisors, Caseworkers and other members of the DSS staff;

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

Assists in preparing a variety of legal documents in support of ongoing client actions;

Assists in the preparation of briefs and other trial materials for Social Services Attorneys to represent the department in Family Court;

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

Assists in preparing 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;

Interviews and prepares individuals for court hearings or trials;

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

If admitted to practice law, provides 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; working 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, both written and orally; 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 Note: Incumbent is expected to be admitted to the Bar within one year of appointment.

ULSTER COUNTY
6825 SS ATTY GD
Classification: Competitive
NUMGT

Adopted: July 31, 2003