

SUPERVISING SOCIAL SERVICES ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative and professional position involving responsibility for administering and supervising a staff of attorneys and support staff professionals providing legal counsel and support for the Ulster County Department of Social Services (DSS). An employee in this class is responsible for providing full professional coverage for the Family Court, incidental coverage in the Supreme Court and Surrogate Court, as well as providing advice regarding client proceedings and situations affecting the operation of DSS. The work is performed under general direction of the Commissioner of DSS in accordance with overall policies of the department, with wide latitude for the exercise of independent judgment and applying legal knowledge to specific problems and taking appropriate action. Supervision is exercised over attorneys and professional support staff. 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.

Supervises and administers professional staff of the legal unit of the Department of Social Services (DSS) in providing legal counsel and support to the Commissioner, Supervisors, Caseworkers and other members of the DSS staff as well as to contract agencies which provide ancillary services to DSS;

Reviews and appraises the progress of cases being pursued by staff attorneys;

Provides legal representation for DSS in the Family Court;

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

Plans and schedules the assignments of staff attorneys;

Assigns clients to professional staff and follows progress of cases through staff reports and meetings;

Assigns responsibility for and participates in the preparation of a variety of legal documents in support of ongoing client actions;

Assigns responsibility for and participates in the preparation of briefs and other trial materials, and represents the department in court;

Supervises and participates in legal department meetings;

Assigns a variety of research projects relating to the department's legal preparations;

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

Directs in-service legal training of para-professional DSS employees to make them aware of Federal and State regulations affecting client relationships;

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; thorough 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 in social services; ability to present 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 three (3) 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
7025 SUPV SS AT
Classification: Competitive
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Adopted: July 31, 2003