

DEPARTMENT: SOCIAL SERVICES **FLSA Status:** Exempt/ Professional 1/4/2010
CLASSIFICATION: COMPETITIVE (Non-competitive if P/T)
APPROVED: 11/14/89

ASSISTANT SOCIAL SERVICES ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position reports to the Social Services Attorney regarding department legal affairs and assigned court matters, such as Resources and Fraud Investigation. Assists Social Services Attorney in carrying out the activities of the legal division of the Social Services Department.

TYPICAL WORK ACTIVITIES:

1. Assists the Social Services Attorney in conducting litigation on behalf of the Department and its functions;
2. Performs legal research as required for Social Services Departmental legal proceedings;
3. Assists in providing legal counsel to the Social Services Department regarding specific areas where assigned such as child welfare, fraud, estate settlement, or other functions of the department;
4. Assists in the preparation of and representation at Fair Hearings for clients;
5. Does related work as necessary to assist in the functioning of the Legal Division of the Social Services Department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive legal knowledge as required for admission to the Bar of New York State; knowledge of overall programs, policies and procedures as related to Federal and State law and guidelines; knowledge of other laws and programs which may affect Social Services Department such as Workmen's Compensation, Unemployment Insurance, Civil Service Law and Social Security; comprehensive knowledge of principles of supervision and management; ability to communicate and deal effectively with others; good judgment; initiative and resourcefulness; emotional maturity. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma:

AND: 1. Graduation from a regionally accredited or New York State registered college or university with a law degree;

AND: 2. Must be a member of the Bar of New York State;

AND: 3. Must have one (1) year court experience representing cases dealing with issues such as child welfare, fraud, recoupment of funds; or estate settlements.