Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously

Michael Mascarenas
County Manager

Stephen McNally
Chairman of the Board

TITLE: **SOCIAL SERVICES ATTORNEY (FULL-TIME)**
(ANTICIPATED VACANCY)

SALARY: **STARTING BASE SALARY $140,000**

LOCATION: Essex County Department of Social Services, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 37 ½ Hour work weeks, however, more as needed.

JOB SUMMARY: Responsibilities include, but are not limited to, representing Social Services in all matters related to child abuse and neglect proceedings, child support enforcement and collection, adoptions, termination of parental rights, fair hearings, and welfare fraud proceedings; in matters before the Family Court, Supreme Court, and Appellate Courts. Responsibilities include performing legal functions associated with Medicaid recoveries and liens, including but not limited to, filing, and releasing various liens and mortgages and representing Social Services at hearings. This work involves a significant amount of in-court time; trial preparation and reviewing and drafting of court orders. Candidates should possess knowledge of Social Services Law, and other laws of the State of New York; knowledge of State and Federal regulations and administrative directives regarding social services issues.

MINIMUM QUALIFICATIONS: Admission to the New York State Bar or currently practicing as an Attorney for one (1) year and ability to promptly gain admission to the New York State Bar. The ability to communicate effectively both orally and in writing and to multitask in a team setting is required.

Residency Requirement: ***Residency in Essex County or an adjoining county is required.***

(OVER)

Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932
essexcountyny.gov/personnel-and-civil-service **518.873.3360**

Essex County is an Equal Opportunity Employer

Additional Information: Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Interested applicants should submit cover letters, applications, resumes, and three (3) professional references.

ACCEPTING APPLICATIONS UNTIL POSITIONS HAVE BEEN FILLED

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