

Department: Social Services
Classification: Competitive
Grade: Ungraded

SPEC DISK B2
DOCUMENT 34

SOCIAL SERVICES ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing counsel to the County Department of Social Services. The work is performed under general direction in accordance with overall policies of the department with wide latitude for the exercise of independent judgment in applying legal knowledge to specific problems and the taking of appropriate legal action.—The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as legal consultant to the important divisions of the Department of Social Services, such as Child Welfare, Public Assistance, and the Resource Division;
Prepares all legal actions for negotiation and trial;
Prepares cases involving claims against the estates of decedents responsible for public assistance recipients and against legally responsible living relatives;
Initiates suits against fraudulent recipients of welfare assistance;
Directs investigations and legal activities in paternity actions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of common law and of the County, State and Federal laws as they apply to social welfare; good knowledge of civil court procedures and the rules of evidence; good knowledge of the general functions and administrative activities of the County Department of Social Services; ability to analyze, appraise, and apply legal principles, facts and precedence to legal problems; good command of language; tact and courtesy; good professional demands of the position.

MINIMUM QUALIFICATIONS:

Admission to the Bar in New York State or currently practicing as an Attorney.

Amended 02/15/00
Amended 12/5/2019