

SUPERVISING SOCIAL SERVICES ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal and resource work involving responsibility for providing counsel for the County Department of Social Services. An employee in this class is responsible for answering technical, legal, and resource questions and providing advice regarding problems affecting the operation of the department as well as for representing the department in court. The work is performed under general direction in accordance with the over-all policies of the department with wide latitude for the exercise of independent judgement in applying legal knowledge to specific problems. Supervision is exercised over legal and/or administrative staff. A Supervising Social Services Attorney does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares actions under the Uniform Support of Dependents Law;
- Assists in providing legal advice to the Commissioner, Supervisors, Caseworkers, and other members of the Social Services staff in paternity and other Social Services cases;
- Prepares a variety of legal documents such as contracts, assignments, deeds and notifications;
- Performs a variety of research relating to the department's legal problems;
- Prepares briefs and other trial materials and represents the department in court;
- May make preparations for public sales of property;
- Examines abstracts of title to determine status of title;
- Files claims against estates of deceased clients;
- Files liens against client recoveries in accident cases;
- Makes recoveries for assistance granted when possible;
- Supervises legal and/or administrative staff as assigned by County Attorney.

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 actions of counties; good knowledge of insurance, real estate, and business procedures; ability to express legal arguments clearly by written and spoken word; ability to make reports; ability to establish and maintain successful relationships with people; ability to plan, supervise, and evaluate the work of others; accuracy in working out detailed plans for utilization of real and personal property; good address; honesty; courtesy; tact; ethical conduct in practice of the law; good physical condition.

MINIMUM QUALIFICATIONS: Possession of a license to practice law in New York State and a minimum of five years of experience in the practice of law.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 3/12/15