

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Revised: 12/29/98

CHIEF SOCIAL SERVICES ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class acts as the chief counsel to the Department of Social Services. This is professional legal work involving responsibility for providing counsel to the County Department of Social Services. The work is performed under general direction of the Commissioner of Social Services, in accordance with over-all policies of the Department, with wide latitude for the exercise of independent judgement in applying legal knowledge to specific problems and the taking of appropriate legal action. Supervision is exercised over the work of subordinate attorneys. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Acts as legal consultant to the various divisions of the Department of Social Services, such as Child Welfare and Public Assistance;

Directs the preparation of all legal actions for negotiation and trial;

Directs the preparation of cases involving claims against neglected children, abused children, family court cases and other cases involving the department;

Initiates suits against fraudulent recipients of welfare assistance;

Directs investigations and legal activities in paternity actions including attending court, trying paternity, abuse, neglect and support cases, and handling subsequent appeals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the principles and practices of common law and of 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 judgement; good address.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited law school and admission to the Bar and five (5) years post bar admission experience in the practice of law.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for admission to practice as an Attorney and Counselor at Law before the courts of the State of New York at the time of the application; admission to the Bar of the State of New York at the time of the appointment.