

**DEPARTMENT:** SOCIAL SERVICES  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** 09/20/83

**FLSA Status:** Exempt/Professional 1/4/2010

**SOCIAL SERVICES ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** Plan, coordinates, supervises the activities of the legal division of the Social Services Department. This is an administrative position, reporting to the Commissioner, involving considerable independent responsibility regarding various legal affairs handled by the department. The position is in supervisory control of the part-time Social Services Attorneys, as well as units involved directly in court matters, such as Resources and Fraud investigation. Does related work as necessary.

**TYPICAL WORK ACTIVITIES:**

1. Supervise activities of Fraud unit regarding recoupment and misrepresentation of client information;
2. Supervise activities of Resource unit regarding client estates and County burials;
3. Supervise recovery of monies through Child Support unit;
4. Supervise and coordinate Medicaid recoupment;
5. Supervise and coordinate activities of part-time attorneys;
6. Represent administration in legal affairs; advise Commissioner regarding court actions;
7. Advise administration regarding personnel matters in regard to legal considerations;
8. Does related work as necessary to coordinate legal division within 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; ability to plan, coordinate, manage and supervise the work of others; good judgment; initiative and resourcefulness; emotional maturity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered approved college or university with a law degree and a member of the Bar of New York State. **AND** two (2) years court experience representing cases dealing with issues such as child welfare, fraud, recoupment of funds, or estate settlements.