

DEPARTMENT: SOCIAL SERVICES **FLSA Status:** Exempt/ Professional 1/4/2010
CLASSIFICATION: COMPETITIVE (Non-competitive if P/T)
APPROVED: APRIL 18, 2022

ASSISTANT SOCIAL SERVICES ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position reports to the Social Services Attorney regarding department legal affairs and assigned court matters. Assists the Social Services Attorney in carrying out the activities of the legal division of the Social Services Department. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the Social Services Attorney in conducting litigation on behalf of the Department and its functions;
2. Performs legal research as required for Department legal proceedings;
3. Assists in providing legal counsel to department personnel in all areas of departmental responsibility;
4. Prosecutes and defends appeals as assigned;
5. Represents the Department in various Fair Hearings;
6. Does related work as necessary to assist in the functioning of the Legal Division of the Department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive legal knowledge; comprehensive knowledge of principles of supervision and management; good knowledge of overall programs, policies and procedures as related to federal and state law and guidelines; good knowledge of other laws and programs which may affect the Social Services Department such as the Family Court Act, Social Services Law; ability to communicate and deal effectively with others; sound professional judgment; initiative and resourcefulness; emotional maturity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Registration as an attorney in New York State at time of appointment and for the duration of employment.