

DEPARTMENT: SOCIAL SERVICES **FLSA Status:** Exempt/Professional 1/4/2010
CLASSIFICATION: COMPETITIVE
APPROVED: APRIL 18, 2022

SOCIAL SERVICES ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The incumbent plans, coordinates, and 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 Assistant Social Services Attorneys. Does related work as necessary.

TYPICAL WORK ACTIVITIES:

1. Supervises and coordinates the activities of Assistant Social Services Attorneys;
2. Advises the Financial Recovery Unit to recoup public assistance funds for the department;
3. Supervises the recovery of monies through the Child Support unit;
4. Supervises and coordinates Medicaid recoupment;
5. Represents administration in legal affairs and advises the Commissioner regarding court actions;
6. Advises administration regarding personnel matters in regard to legal considerations;
7. Reviews and advises administration on department contracts;
8. Does related work as necessary to coordinate the legal division within department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough legal knowledge; thorough knowledge of overall programs, policies and procedures as related to federal and state law and guidelines; thorough knowledge of other laws and programs which may affect the social services department; thorough 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; sound professional judgment; initiative and resourcefulness; emotional maturity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of court experience representing cases dealing with issues such as child welfare, fraud, recoupment of funds, or estate settlements.

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