

DEPARTMENT: SOCIAL SERVICES
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 8, 2026

FLSA Status: Exempt/ Professional

SOCIAL SERVICES ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position performs legal work in support of the Department and assists the Chief Social Services Attorney in carrying out the activities of the legal division of the Social Services Department. The incumbent reports to the Chief Services Attorney regarding department legal affairs and assigned court matters. May supervise the work of assigned subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the Chief 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. May be assigned limited supervision and coordination of Assistant Social Services Attorneys;
7. 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: Thorough legal knowledge; 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 and Social Services Law; ability to communicate and work effectively with others; ability to supervise and coordinate the work of others; sound professional judgment; initiative and resourcefulness; emotional maturity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One (1) year 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.