

SOCIAL SERVICES ATTORNEY INTERN

DISTINGUISHING FEATURES OF THE CLASS: This is an intern level for professional and administrative legal consultative work involving the handling of legal matters in the Department of Social Services. In accordance with agency policies and procedures, as well as New York State Laws, rules and regulations, interns will receive practice and guidance in the exercise of sound professional judgment concerning preparing and reviewing legal documents and legal actions, drafting legal opinions, and providing legal advice. Close cooperation is maintained with the District Attorney's Office and the Child Advocacy Center. Work is performed under direct supervision of the Director of Legal Services and other higher level Social Services professionals. Supervision over others is not a responsibility of an intern. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in providing legal advice for the Department of Social Services;

Assists in utilizing legal remedies to ensure compliance with New York State Social Services Law (NYSSSL) and/or related laws and regulations;

Assists department representatives at administrative fair hearings;

Assists in preparation of legal documents such as petitions, briefs, opinions, contracts, etc., as required;

Assists all units with legal problems associated with any Department of Social Services related issue;

Assists Child Welfare unit in preparation, review or defense of petitions for temporary custody of neglected or abused children, petitions for agency adoptions, habeas corpus procedures, consent proceedings of spouses for surrender of children, etc.;

Assists in review of all contracts for completeness, accuracy and compliance;

Assists in provision of in-service training for casework staff relative to interpretation and application of New York State Social Services Law (NYSSSL) and/or related laws and regulations;

Works closely with State and Federal agencies in establishing, interpreting and administering agency regulations;

May interview legally responsible relatives of clients;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices

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of common law and of county, state and federal laws as they apply to social welfare; good knowledge of civil court procedure and the rules of evidence; familiarity with the general functions and administrative activities of the County Department of Social Services; skill in preparing and drafting legal instruments; ability to analyze, appraise, and apply legal principles, facts and precedents to legal problems; ability to establish and maintain effective working relationships; ability to communicate clearly and effectively both orally and in writing to groups and individuals; good professional judgment; initiative; tact; confidentiality.

MINIMUM QUALIFICATIONS:

Graduation from a school of law with an LL.B. or J.D. degree.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT:

A license to practice law in New York State must be obtained within one (1) year of appointment. Upon receiving a license and registration to practice law as an attorney in New York State, an incumbent of this position will be advanced to Social Services Attorney without further examination.