

SOCIAL SERVICES LEGAL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is complex work which involves providing assistance to Social Services Attorneys in 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, responsibilities include substantive legal work requiring recognition, evaluation, organization, analysis, communication of relevant facts and legal concepts, and adherence to recognized ethical standards and rules of professional responsibility. Duties will include preparing and reviewing legal documents and legal actions, drafting legal opinions, and explaining and legal advice to clients and Social Services professionals. Work is performed under direct supervision of the Director of Legal Services. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Communicates, explains and may assist the Department of Social Services in implementing legal advice provided by Social Services attorneys;

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

Acts as department representative 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.;

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

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 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 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

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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; confidentiality; tact and courtesy.

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.