

ATTORNEY III

DISTINGUISHING FEATURES OF THE CLASS: This position involves performing professional legal work of considerable complexity, including representing the County Department of Social Services in Family Court proceedings and various other courts and administrative forums. The work is performed under the general supervision of the Director of Legal Services. Supervision is exercised over lower-level attorneys and professional or clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides legal advice and represents the County Department of Social Services in a variety of complex legal matters and Family Court proceedings, including, but not limited to, paternity, child and spousal support, child abuse and neglect, juvenile delinquency, foster care reviews, permanent neglect, related proceedings and any appellate work arising from such matters;

Supervises and provides guidance to lower-level attorneys and legal staff, including reviewing their work, assigning matters and ensuring the timely preparation and completion of legal documents and related materials;

Works closely with the Director of Legal Services in the administration of the legal division, including monitoring case progress, reviewing significant matters and coordinating litigation strategy and case management before Family Court and other tribunals;

Drafts and reviews legal memoranda, formal opinions, pleadings, motions, briefs and other legal documents concerning complex legal issues, proposed legislation and departmental matters;

Represents the Department in court cases, hearings and other judicial and administrative proceedings, as well as at meetings, conferences, forums, seminars and legislative proceedings;

Conducts legal research and analysis and renders opinions on complex legal issues affecting departmental programs, operations and responsibilities;

Maintains current knowledge of applicable federal and state laws, rules, regulations and court decisions affecting the Department and its legal responsibilities;

Assists attorneys, casework staff and administrators in resolving complex legal and case-related issues;

Provides in-service training and legal guidance to departmental staff regarding the interpretation and application of social services and related laws, rules, regulations and procedures;

Acts for and in place of the Director of Legal Services, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of common law and of County, State and Federal laws applicable to the Department of Social Services; thorough knowledge of civil and family court procedures and rules of evidence; good knowledge of the general functions and administrative operations of the Department of Social Services; ability to conduct legal research and prepare detailed reports of findings; ability to draft and prepare legal documents; ability to supervise the work of others, including other attorneys; ability to analyze, evaluate and apply legal principles, facts and precedents to resolve legal issues and to present arguments effectively in court; ability to communicate effectively, including the proper use of legal terminology, both orally and in writing; ability to exercise sound professional judgment.

MINIMUM QUALIFICATIONS: Possession of a license to practice law in New York State and four (4) years of paid work experience practicing law, including at least one (1) year of experience in public sector law at the state or local level.

(over)

In addition, the required paid work experience must have included or been supplemented by one (1) year of legal practice (as an attorney) which involved domestic relations, family law, and/or protection of vulnerable adults or children as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience).

PROMOTION: One (1) year of permanent status as an Attorney II.

NOTE: Must provide a current certificate of good standing.

SPECIAL REQUIREMENT: License to practice law in the State of New York must be maintained throughout the course of employment in this title.

For positions within the Child Support Enforcement Unit at the Rockland County Department of Social Services:

SPECIAL REQUIREMENT: Per Internal Revenue Service (IRS) Security Guidelines for Federal, State and Local Agencies (IRS Publication 1075, Section 5.1.1), employees with access to Federal Tax Information (FTI) must complete a background check which is favorably adjudicated. The background check will include FBI fingerprinting; a check of local law enforcement agencies where the employee has lived, worked and/or attended school within the last 5 years, and if applicable, of the appropriate agency for any identified results and verification of citizenship/residency. You will be required to pay for a processing fee for the fingerprinting. NOTES: (1) A criminal record does not necessarily disqualify you from employment or access to FTI.

An individualized determination will be made as to how any conviction would impact suitability to handle FTI. (2) Federal guidelines require that a reinvestigation will be conducted within ten years of the date of the previous background investigation for each employee requiring access to FTI. NY law does not currently permit reinvestigation but may be changed at any time to permit reinvestigation pursuant to the federal guidelines.

Please refer to the FTI policy posted on the Rockland County Department of Social Services website for further information.

R.C.D.P. (02.23.2024) 03.17.2026
Competitive

02.12.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.