

## **ATTORNEY III**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional legal work of moderate complexity which includes representing the County Department of Social Services in Family Court proceedings and a variety of other Courts. The work is performed under the general supervision of the Director of Legal Services and supervision is provided over lower-level attorneys. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Represents the County Department of Social Services in a variety of complex legal matters, Family Court proceedings, including but not limited to paternity, support, child abuse, child neglect, juvenile delinquency, foster care review, permanent neglect and related matters, and any appellate work which may be tangentially involved;

Provides legal advice and assistance on complex matters;

Oversees and provides supervision to staff attorneys, including reviewing work and ensuring the completion of necessary legal and other documents;

Collaborates with the Director of Legal Services and other legal personnel to review case progress, prepares legal documents, handles matters pertaining to Family Court and any other court proceedings;

Drafts legal memorandums and opinions on legal issues, proposed legislation, etc.;

Represents the Department in various court cases, hearings and other legal proceedings, as well as in meetings, forums, seminars, legislative proceedings and acts for and in place of the Director of Legal Services, when necessary;

Conducts legal research and provides opinions on various complex legal questions;

Maintains up-to-date knowledge on state and federal laws and regulations that pertain to the department;

Provides assistance to department and staff attorneys in resolving complex legal problems;

Prepares legal documents such as petitions, briefs, motion papers, opinions, memoranda, etc.;

Provides in-service training for casework staff on the interpretation and application of social welfare and/or related laws.

### **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 as they apply 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 activities of the Department of Social Services; ability to prepare and draft legal documents; ability to supervise the work of others, including other attorneys; ability to analyze, appraise, and apply legal principles, facts and precedents to legal problems and to present same effectively in court; ability to deal effectively with others including other law professionals and social service administrators; ability to express oneself effectively, including the 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 experience in the practice of law, at least one (1) year of which must have been engaged in public sector law at the state or local level. In addition, work experience must have included or been supplemented by one (1) year of law practice (as an attorney) which substantially involved domestic relations, family law, and/or protection of vulnerable adults or children.

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

(over)

**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.