

ADULT SERVICES LEGAL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized professional work of a moderately complex nature involving responsibility for day-to-day legal guidance (e.g., interpretation of legal documents, filing legal documents, legal opinions, etc.) and the representation of the County Department of Social Services in court proceedings as they pertain to legal matters regarding adults, especially elderly and disabled adults. The work is performed under the general supervision of the Director of Legal Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews administrative hearing decisions regarding personal care services, services provided under the Medicaid program, and eligibility for protective services for adults in order to identify the need for corrective action, training, the need for additional assessments, etc. and makes recommendations regarding same;

Provides legal advice regarding services, the need for intervention, and eligibility issues, especially as they pertain to adult clients, (e.g., legal guidance is provided with respect to issues of confidentiality, possible abuse or maltreatment, such as financial exploitation, etc.);

Advises staff and management regarding procedures and practices in order to ensure compliance with reporting requirements, timely record-keeping (e.g., casework practices, finance records, etc.), proper documentation in case records, and the timely and accurate preparation and submission of court-related documents;

Reviews a variety of documents (e.g., administrative policies and procedures, informational letters or memoranda, legal documents, especially those that pertain to elder abuse and guardianship, etc.) in order to interpret documents received, provide legal opinions and ensure that documents are legally sound, ensure the proper and timely completion of documents, etc.;

Provides in-service training for departmental staff in order to ensure understanding and the application of laws and regulations, especially as they apply to adult services;

Analyzes problems and makes recommendations regarding legal interventions on behalf of adult clients;

Monitors federal, New York State, and local laws and regulations regarding adult services, and provides overviews of changes in such laws and regulations, as needed;

Prepares legal documents, as needed, such as petitions, briefs, opinions, etc.;

May represent the department at meetings, forums, seminars, etc.;

May provide work guidance to staff.

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; good knowledge of civil and family court procedure 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 analyze, appraise, and apply legal principles, facts and precedents to legal problems; 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.

MINIMUM QUALIFICATIONS: Possession of a license to practice law in New York State and four (4) years of experience in the practice of law, at least one (1) year of which must have been in municipal law.

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NOTE: Must provide a current certificate of good standing.

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

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