

ASSISTANT DIRECTOR OF LEGAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal and administrative work involving responsibility for assisting the Director of Legal Services in the implementation and oversight of legal activities in the Department of Social Services. The work is performed under the direction of a higher-level administrator and supervision is provided to professional and support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Analyzes proposed legislation to assess potential impact on the Department of Social Services and provides general legal advice regarding such legislation;

Drafts proposed legislation for consideration of the Rockland County Legislature and the New York State Legislature relating to the functions and programs administered by the Department of Social Services;

Assists the Director of Legal Services in the provision of legal guidance and direction to Department of Social Services administration and staff to ensure compliance with New York State and federal mandated programs;

Reviews local policies to evaluate and ensure compliance with federal, New York State and local law, especially as they pertain to performance, compliance and eligibility processes;

Analyzes the impact of administrative decisions that impact financial eligibility programs and child welfare programs;

Prepares responses to requests for administrative hearings in complex cases involving multiple issues of law and fact;

Drafts contracts for submission to vendors and the County Executive;

Provides in-service training to Department of Social Services staff regarding applicable legislation and legal obligations;

Represents the Department of Social Services and provides legal advice and direction in litigation before the Family Court, Supreme Court, Surrogate Court, Appellate-level courts and the Federal courts, including Bankruptcy Courts;

Supervises the litigation activities of professional and support staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of common law and of County, New York 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 organization, general functions, operations and administrative activities of the Department of Social Services; working knowledge of public administration practices and procedures; ability to prepare and draft legal instruments; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others, including other law professionals and social services administrators; good professional judgment; ability to supervise the work of others, including other attorneys.

MINIMUM QUALIFICATIONS: Possession of a license to practice law in the State of New York and four (4) years of experience in the practice of law, at least two (2) years of which must have been in a governmental setting. In addition, work experience must have included one (1) year of supervisory and/or managerial experience over professional staff including attorneys and at least six (6) months of which must have included work in a social services setting or other municipal setting that supported multidisciplinary teams for special victims, including severely exploited/abused children, domestic violence victims, and elderly exploitation.

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.

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