

## **ATTORNEY II**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional legal work involving the representation for a municipal client in court and other legal proceedings, hearing and appeals and includes the responsibility for the preparation of legal documents. The specific duties will depend on the area of assignment. The work is performed under the general supervision of a higher-level attorney or an administrator, and supervision may be provided to lower-level attorney staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

#### **Common Duties:**

Provides legal advice and assistance;  
Offers legal guidance to lower-level legal staff and/or others;  
Prepares legal documents (e.g. petitions, briefs, motion papers, opinions, memoranda, etc.);  
Represents the Department in various hearings, court cases and other legal proceedings;  
Conducts legal research and provides opinions on various legal questions;  
Maintains up-to-date knowledge on state and federal laws and regulations that pertain to the department;  
Prepares and reviews resolutions, and/or contracts and other documents and provides legal opinions regarding such documents;  
Generates a diverse range of reports, as necessary;  
May negotiate with contractors;  
May perform pre and post litigation debt collection work;  
May oversee the grant process, which includes researching grant opportunities, completing applications and related paperwork.

#### **In the Department of Social Services:**

Assists Public Assistance Unit with legal matters associated with neglect or custody of clients, family court cases, surrogate court cases, estates, sale of mortgages, availability of resources for Medicaid compliance and any recovery of over-payments;  
Provides advice on legal problems associated with neglect or custody of adult clients, estates, sale of Mortgages, etc.;  
Assists Child Welfare Unit with preparation, review or defense of petitions for temporary custody of neglected or abused children, petitions for agency adoptions, establishing paternity, establishing and enforcing child support and related work;  
May conduct interviews with legally responsible relatives.

#### **In the Rockland County Sewer District:**

Attends a variety of meetings and conferences with County government staff and other officials, as assigned and may report on the content of such meetings;  
Acts as liaison with the Department of Law and outside counsel with regards for litigation matters.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of common law and of County, State, and Federal laws applicable to local government jurisdictions and their functions; good knowledge of civil court procedures and the rules of evidence; working knowledge of the general functions and administrative activities of the assigned department; ability to conduct legal research and provide detailed reports on their findings; ability to prepare and draft legal documents; ability to analyze, appraise and apply legal principles, facts, and precedents to solve legal problems and to present same effectively in court; ability to express oneself effectively, including the use of legal terminology, both orally and in writing; ability to exercise good sound professional judgment.

(over)

**MINIMUM QUALIFICATIONS:** Possession of a license to practice law in New York State and one (1) year of experience in the practice of law.

**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.