

ATTORNEY III

DISTINGUISHING FEATURES OF THE CLASS: This is professional work of a moderately complex nature involving the representation of the County Department of Social Services in Family Court proceedings as well as performing day-to-day direction of a small number of lower-level attorneys within the department. The work is performed under the general supervision of the Director of Legal Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

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

Provides supervision to the Family Court Unit which includes assigning cases to staff attorneys, reviewing work and insuring the completion of appropriate legal and other documents;

Meets with Director of Legal Services and other legal personnel for review of case progress, preparation of legal documents and any matters pertaining to the operation of the Family Court Unit;

Represents the Department at a variety of meetings, forums, seminars, legislative proceedings and acts for and in place of the Director of Legal Services, when necessary;

Provides assistance to staff attorneys in resolving difficult legal problems;

Prepares legal documents as required such as petitions, briefs, opinions, etc.

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 procedure and rules of evidence; good knowledge of the general functions and administrative activities of the Department of Social Services; skill in preparing and drafting legal instruments; 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; 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 in municipal law. 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 and/or family law.

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.