

## **PARALEGAL SPECIALIST II (SOCIAL SERVICES)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is para-professional legal work of a difficult nature within the Department of Social Services which involves independent responsibility for a variety of legal duties including the preparation of contracts, IV-D and Home Relief support petitions, liens and mortgages, etc. The work differs from that of an entry level paralegal in the complexity and level of work and degree of independence exercised. The work is performed under the general supervision of an attorney. Supervision is exercised over a Resource Assistant as well as over one or more clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Prepares all contracts which the Department of Social Services enters into with agencies for foster care placement, day care and medical services, etc. in accordance with State law, regulations and directives from the New York State Department of Social Services;  
Arranges for execution of contracts by the Commissioner and handles timely distribution to appropriate parties;  
Reviews requests for conservatorship proceedings, gathers necessary medical, financial and kinship data, reviews all documentation and schedules hearings and represents the County at the hearings;  
Reviews DSS liens and mortgages as well as personal injury liens, gathers all necessary data and recommends disposition of same;  
Arranges for execution of powers of attorney reviewing all requests for expenditures and making a recommendation for approval or disapproval;  
Reviews all IV-D petitions for support, paternity, modification, etc. to make sure they are appropriate and that the wording supports a prima facie case;  
Prepares and presents complex fair hearings;  
Performs routine and moderately complex legal research regarding a variety of issues including child support, paternity, neglect, abuse, permanent neglect, conservatorship, personal injury liens, mortgage liens and Article 78 proceedings;  
Prepares motion papers in connection with judgments in Family Court and arranges for service of papers and filing in Court;  
Investigates circumstances surrounding home relief recipients' eligibility for assistance including circumstances leading to recipients leaving home and determines whether facts support emancipation of minor or bringing a support petition against the parent or parents;  
Represents the department in court;  
Various paralegal duties as assigned.

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

Thorough knowledge of legal documents, procedures and routine associated with a social services agency; good knowledge of social services laws, rules and regulations; ability to perform accurate legal research; ability to independently prepare legal documents appropriate to the varied aspects of a social services agency; ability to act independently in a variety of specialized areas with minimal direction by an attorney; ability to understand and carry out complex oral and written instructions; ability to set up and supervise the maintenance of a complex legal filing system.

(over)

**MINIMUM QUALIFICATIONS:**

- a. Graduation from a high school or possession of an equivalency diploma and five (5) years of experience as a Paralegal Specialist in any law office; or
- b. Graduation from a high school or possession of an equivalency diploma and seven (7) years of paid work experience in a social services agency, at least five (5) years of which involved work of a responsible and independent nature and which also included paralegal tasks; or
- c. Graduation from high school or possession of an equivalency diploma and nine (9) years of paid work experience in any law office, at least five (5) years of which involved work of a responsible and independent nature which also included paralegal tasks as a substantial part of such work; or
- d. Graduation from law school; or
- e. Completion of an approved course of study for paralegal specialists and two (2) years of post-education experience as a Paralegal Specialist; or
- f. Any equivalent combination of the above training and experience.

**PROMOTION:** Two (2) years of experience as a Paralegal Specialist I (Municipal Law) or Paralegal Specialist (Municipal Law).