

ASSISTANT SOCIAL SERVICES ATTORNEY
Permanent Full-time Management position with Benefits
Salary: \$54,592 - \$83,709/Year
35 Hrs./Wk.

The Chautauqua County Department of Health and Human Services is seeking qualified applicants for the position of Assistant Social Services Attorney in Mayville. The Assistant Social Services Attorney position performs professional legal and resource work involving responsibility for assisting in providing counsel and resource services for the Chautauqua County Department of Health & Human Services. An employee in this class is responsible for answering technical, legal and resource questions and providing advice regarding problems affecting the operation of the department as well as for representing the department in court. The work is performed under the direction of the Social Services Attorney in accordance with overall policies of the department with wide latitude for the exercise of independent judgment and applying legal and resource knowledge to specific problems and the taking of appropriate action. This position will be filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

A description of the duties and minimum qualifications is listed below.

Please complete the Chautauqua County Application for Examination or Employment (available on this [Website](#)) and send it to:

Chautauqua County Department of Human Resources
Gerace Office Building, Room 144
3 North Erie Street
Mayville, NY 14757

EOE

ASSISTANT SOCIAL SERVICES ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal and resource work involving responsibility for assisting in providing counsel and resource services for the Chautauqua County Department of Health & Human Services. An employee in this class is responsible for answering technical, legal and resource questions and providing advice regarding problems affecting the operation of the department as well as for representing the department in court. The work is performed under the direction of the Social Services Attorney in accordance with overall policies of the department with wide latitude for the exercise of independent judgment and applying legal and resource knowledge to specific problems and the taking of appropriate action. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and prosecutes actions under the Uniform Interstate Family Support Act (**UIFSA**);
Assists in providing legal advice to the Commissioner, and staff of DHHS;
Prepares a variety of legal documents such as contracts, assignments, deeds and notifications;
Performs a variety of research relating to the department's legal problems;
Prepares petitions, briefs and other trial materials and represents the department in Family Court for cases involving the neglect and abuse of children, termination of parental rights, child support, paternity and related matters and handles all related appeals;
Prepares and officiates at public sales of property owned by the Department for which the Department holds a lien;
Examines abstracts of title to determine status of title of real property;
Files and pursues claims against estates of deceased clients;
Files and pursues liens against client recoveries in personal injury cases and against client real estate;
Makes recoveries for assistance granted when possible;
Corresponds with financial institutions, bureaus, agencies and individuals when action by the department attorney is necessary to obtain cooperation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of County Law, Social Services Law, Public Health Law and other laws of the State of New York which have bearing upon the actions of counties; good knowledge of insurance, real estate and business procedures; ability to express legal arguments clearly by written and spoken word; ability to make reports; ability to establish and maintain successful relationships with people; accuracy in working out detailed plans for utilization of real and personal property; honesty; courtesy; tact; ethical conduct in the practice of the law; and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a License to practice law in New York State at the time of application, appointment, and during service in this class.