

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for providing legal counsel and representation to the Commissioner of Family Services and to officers and employees of the County Family Services Department. Employees in this class will answer technical legal questions relating to the administration of family services programs and general administration of the Family Services Department, and will represent the Commissioner of Family Services and his/her employees in court. In addition to performing the duties assigned to them by the Senior Family Services Attorney, Managing Attorney or the Commissioner of Family Services, the incumbent may be deputized by the County Attorney to perform duties on his/her behalf in connection with the work of the Family Services Department. Work is performed under the general direction of the Senior Family Services Attorney and/or Managing Attorney and in accordance with over-all policies of the department, with wide latitude for the exercise of independent judgment in applying legal knowledge to specific problems.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Provides legal advice to the Commissioner of Family Services and to officers or employees of the

County Family Services Department;

Prepares a variety of legal documents including petitions, contracts, assignments, deeds, and notifications;

Prepares briefs and other legal materials and represents the Commissioner of Family Services or department employees in the legal process;

Performs legal research relating to all aspects of Family Services administration;

Files liens and/or claims in accident, probate, or other cases in order to recover family services

costs or reimbursement of family services benefits;

Files petitions and presents cases in support of allegations of child abuse and/or neglect,

termination of parental rights, and the establishment or enforcement of child support

obligations;

Represents the Department of Family Services in foster care review proceedings;

May prepare documents relating to public sales of property and may officiate at sale;

May periodically be deputized by the County Attorney to perform duties on his or her behalf;

Performs such other duties as are assigned by the Senior Family Services Attorney and/or Managing

Attorney, Commissioner of Family Services or the County Attorney.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of County Law, Social Services Law, the Family Court

Act, and other laws of the State of New York which have bearing upon the actions of the social

services administration; good knowledge of practices and procedures relating to processing of

insurance claims, real estate transactions and business transactions; ability to conduct legal

research; ability to express legal arguments clearly both verbally and in writing; ability to make

reports; ability to establish and maintain working relationships with others; accuracy in working out

detailed plans for utilization of real personal property; honesty; courtesy; tact; and ethical conduct in

the practice of law.

MINIMUM QUALIFICATIONS: Graduation from a law school recognized by the New York State Education Department, and two (2) years of responsible experience in the general practice of law.

NOTE: Applicants must be admitted to the New York State Bar at time of appointment.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Created: 10/1/04

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Placed in "Z" Draft (Sheila) on 10/1/04

Removed from draft and placed in classplan on 11/8/04

Revised and Replaced in Classplan: 2/3/2023

Revised and Replaced in Classplan: 5/14/2025 (Edu)