

MANAGING ATTORNEY

188-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for oversight of legal operations occurring in connection with various aspects of the delivery of social services programs administered through the County Social Services Department. The areas of assignment will include oversight of the department's legal services, child support enforcement services, and fraud investigation services. Work is performed under general direction with wide leeway for independently performing the duties of the position. Professional supervision is exercised over legal staff; administrative supervision is provided for persons providing direct supervision of staff assigned to the child support or investigative units.

TYPICAL WORK ACTIVITIES:

Provides professional supervision of attorneys and legal support staff;

Assigns and evaluates work for legal staff and supervisory staff assigned to the child support or investigation units;

Establishes policies, procedures, strategies, and protocols with respect to the delivery of legal, child support, and investigative services;

Develops and implements a system to provide legal services with respect to child support collections, fraud investigations, resources, contracts, child abuse or neglect, foster care, or other aspects of operations for the local social services district;

Provides legal advice to the Commissioner of Health and Family Services and to officers and employees of the division;

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

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

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

Files liens and/or claims in accident, probate, or other cases in order to recover social services costs or reimbursement of social 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;

Provides legal representation for the Commissioner and other officers or employees of the division;

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 Commissioner of the local social services district.

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

Good knowledge of County Law, Social Services Law, the Family Court Act, banking and collection laws, and other laws of the State of New York which have bearing upon the actions of the local social services district and the activities of the Division of Health and Family Services; good knowledge of practices and procedures relating to processing of insurance claims, real estate transactions, and business transactions; ability to provide professional supervision and direction to other attorneys or legal paraprofessional workers; 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 or 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 five (5) 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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Last Reviewed: 10/28/97
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Removed from Y:Classplan on 08/12/2010
Replaced in Y:Classplan 12/19/2013 as per Res.439-13
Revised and Replaced in Classplan: 2/21/2023
Revised and Replaced in Classplan: 5/14/2025 (Edu)