

## **SENIOR FAMILY SERVICES ATTORNEY**

**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. The incumbent will be the lead Family Services Attorney who may have oversight responsibilities over Social Services/Family Services Attorneys. Work is performed under general direction 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;

May provide oversight responsibilities, including assignment of work, for Social Services/Family Services attorneys;

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;

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

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 Family Services or the County Attorney.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: 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 social services/family service 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 make reports; ability to establish and maintain working relationships with others; accuracy in working out detailed plans for utilization of real or personal property; honesty, courtesy, tact; and ethical conduct in the practice of law.

MINIMUM QUALIFICATIONS: At least 24 months, full-time competitive class status as a Social Services/Family Services Attorney with the County of Sullivan.

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Originated: 5/28/04  
Jurisdictional Class: Competitive  
Public Hearing:N/A  
NYS Civil Service Commission Approval: N/A

Removed from draft and placed in classplan on 8/25/04  
Revised and Replaced in Classplan: 3/17/2023