



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **SOCIAL SERVICES ATTORNEY**
Jurisdictional Class: Non-Competitive (JC Approved - NYSCSC 2/22/17)
Civil Division: Department of Social Services
Adoption: CSM
Revised: CSM 8/6/85; 4/10/96; 12/17/03; 6/9/10; 3/9/16

DISTINGUISHING FEATURES OF THE CLASS:

Acts as legal advisor and general consultant to the Department of Social Services; does related work as required. This is professional legal work involving responsibility for providing counsel to the County Department of Social Services. The work is performed under general direction of the Director of Community Services in accordance with overall policies of the county with wide latitude for the exercise of independent judgment in applying legal knowledge to specific problems and the taking of appropriate legal action. Supervision may be exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Acts as legal consultant to the Department of Social Services;
Prepares all legal actions for negotiation and trial;
Prepares cases involving child support enforcement;
Directs investigations and legal activities in locating absent parents, paternity actions and collections, modification and enforcement of support including attending court, trying paternity cases, and handling subsequent appeals;
Does related work as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of common law and of County, State, and Federal laws as they apply to social welfare;
Good knowledge of civil court procedures and the rules of evidence;
Good knowledge of the general functions and administrative activities of the County Department of Social Services;
Ability to analyze, appraise, and apply legal principles, facts and precedence to legal problems;
Good command of language;
Tact and courtesy;
Good professional judgment;
Good address;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Admission to the bar of the State of New York.