



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

### JOB SPECIFICATION

Civil Service Title: **SUPERVISING SOCIAL SERVICES ATTORNEY**  
Jurisdictional Class: Non-Competitive (PJC)  
Civil Division: Social Services  
Adoption: CSM 12/12/2018  
Revised: CSM

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important administrative and professional position involving responsibility for administering and supervising a staff of attorneys and support staff professionals providing legal counsel and support for the Cayuga County Department of Social Services (DSS). An employee in this class is responsible for providing full professional coverage for the Family Court, incidental coverage in the Supreme Court and Surrogate Court, as well as providing advice regarding client proceedings and situations affecting the operation of DSS. The work is performed under general direction of the Commissioner of Social Services in accordance with overall policies of the department, with wide latitude for the exercise of independent judgement and applying legal knowledge to specific problems and taking appropriate action. Supervision is exercised over attorneys and professional support staff. Does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Supervises and administers professional staff of the legal unit of the Department of Social Services in providing legal counsel and support to the Commissioner, Supervisors, Caseworkers and other members of the DSS staff as well as to contract agencies which provide ancillary services to DSS;  
Reviews and appraises the progress of cases being pursued by staff attorneys;  
Provides legal representation for DSS in the Family Court;  
Provides legal representation for DSS interests before all courts and administrative bodies as required;  
Plans and schedules the assignments of staff attorneys;  
Assigns clients to professional staff and follows progress of cases through staff reports and meetings;  
Assigns responsibility for and participates in the preparation of a variety of legal documents in support of ongoing client actions;  
Assigns responsibility for and participates in the preparation of briefs and other trial materials, and represents the department in court;  
Supervises and participates in legal department meetings;  
Assigns a variety of research projects relating to the department's legal preparations;  
Represents the unit to governmental entities in cases that require policy interpretation;  
Directs in-service legal training of para-professional DSS employees to make them aware of Federal and State regulations affecting client relationships;  
May act as lead attorney in complex court cases.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of common law and of County, State, and Federal laws as they apply to social welfare;  
Thorough 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:**

Admission to the bar of the State of New York AND one (1) year of law experience as a Social Services Attorney.