

Greene County Department of Social Services

Job Announcement – Assistant Social Services Attorney

Salary Range - \$75,700.00 to \$80,700.00

***This is a full-time, provisional appointment.
Permanent appointment is contingent upon Civil Service exam.***

This is a professional position requiring performance of legal work for the local district Department of Social Services. The work is performed in accordance with the provisions of Social Services Law, the Family Court Act, New York State General regulations and policies established by the Commissioner and the County Legislature. The position requires ongoing interpretation and implementation of the foregoing, legal research, exercising of independent informed judgment, and pursuing appropriate legal action. The attorney is on-call on a 24 hours, 7 days a week basis, for supervisors and any and all other legal personnel employed by the agency.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of Common Law and of County, State, and Federal Laws, as they apply to Social Services; 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; Good knowledge of the Family Court Act, Social Services Law, and Mental Hygiene Law regarding guardianships, and the state and federal regulations applicable to such laws; Good professional judgement; Working knowledge of Estate and Probate Law, Criminal Law, Freedom of Information Law, HIPPA, and laws and regulations regarding Medicaid and other public assistance; Ability to analyze and apply legal principles, facts and procedure to legal problems.

Minimum Qualifications: Admission to the New York State Bar and one (1) year of experience practicing law, which shall include experience in Family Law.

You will be subject to an examination of your training and experience. You are, therefore, asked to include in your application a summary of pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position. Summary of training and experience must include all college coursework, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for the examination for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume, but do not substitute a resume.**

Applications can be obtained at:

<https://www.greengovernment.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Salary range of \$75,700.00 – \$80,700.00, plus generous benefits package. Qualified candidates should submit their applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@discovergreene.com, **on or before November 25, 2022.**

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and background check.