



Human Resource Department
26, Church Street, Lyons, NY 14489

JOB VACANCY ANNOUNCEMENT

2025-70

Title:	2nd ASSISTANT SOCIAL SERVICES ATTORNEY *Provisional
SALARY:	2025 \$86,343 - \$94,678 (Depending on experience)
Benefits:	<ul style="list-style-type: none">• Regular raises• Paid Holidays/Annual & Sick Leave• Excellent Health Insurance• NYS Retirement Pension• Deferred Compensation• Tuition Reimbursement• Flex Spending Account
Location:	Wayne County Department of Social Services
Application Deadline:	By the end of the business day (5 pm) on Monday, April 14, 2025 or Until Filled.
Additional Information:	*This position will be filled <i>provisionally</i> pending Civil Service Training and Experience Exam. Please reference the information on the Wayne County Human Resources website under "Exam Postings".

MINIMUM QUALIFICATIONS

A Law Degree and/or a license to practice law in New York State.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Admission to the Bar in New York State.

SPECIAL NOTE: EDUCATION: Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

GENERAL STATEMENT OF DUTIES: This is professional legal work in the office of the Social Services Attorney. Acts as an assistant legal advisor and general consultant to the Department of Social Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Work assignments are received from the Social Services Attorney and work involves responsibility for research, preparation of opinions and legal memorandum, appearances at administrative hearings, and civil cases, and civil appeals. Work is performed under the general supervision of the Social Services Attorney and in accordance with overall policies of the Department. Supervision may be exercised over subordinate employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Good 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 the applicable portions of the Family Court Act and of the Social Services Law; 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; skill in preparing and trying cases; ability to express legal arguments clearly and logically in oral and written form; good command of language; tact and courtesy; good professional judgment; good address; good physical condition; ethical conduct in the practice of law.

TYPICAL WORK ACTIVITIES

- Prepares a variety of legal documents such as accident lien, assignments, pleadings, motion papers, mortgages, deeds, liens, subpoenas and discover demands;
- Prepares Records on Appeal;
- Performs legal research and drafts memorandums of law and/or appellate briefs;
- Provides legal advice to various divisions of the County Department of Social Services;
- Represents the Department in actions and proceedings brought by and against the Department;
- Represents the Department in Family Court proceedings such as: support; paternity; abuse and neglect; and terminations of parental rights;
- Represents the Department at fair hearings;
- Does related work as required.

Posted 4/2/2025

Applications available on line at <https://web.co.wayne.ny.us/Jobs.aspx>

Submit applications in person, mail or fax to 315-946-7488.

Questions? Call 315-946-7483