

## **Social Services Attorney**

Ulster County Department of Social Services is seeking a **Social Services Attorney** to join our team. This is a professional position involving the responsibility for providing legal counsel and support for the Ulster County Department of Social Services (DSS). An employee in this class is responsible for providing legal advice and representation, as assigned, in administrative hearings, in matters before the Family Court, Supreme Court, and Appellate Courts, as well as related client proceedings and situations affecting the operation of DSS. The work is performed under the general direction of the Supervising Social Services Attorney of DSS, with wide latitude for the exercise of independent judgment and applying legal knowledge to specific problems and taking appropriate action.

Candidate must possess the following minimum qualifications:

- Graduation from a law school recognized by the University of the State of New York.
- **Special Requirement:** In order for an application to be accepted, applicant must indicate proof of admission to the Bar in New York State.

Candidates should possess knowledge of County Law, Social Services Law and other laws of the State of New York which have bearing upon the action of counties; knowledge of State and Federal regulations and administrative directives regarding social services issues; working knowledge of insurance, real estate and business practices and procedures; working knowledge of the array of support services available; ability to express legal arguments clearly written, orally and before the bar; ability to maintain records and prepare narrative and statistical reports of a written and verbal nature; ability to establish and maintain successful relationships with people; ethical conduct in the practice of the law; honesty, courtesy and tact.

**Special Requirement** for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

### **ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND ALL CIVIL SERVICE LAW, RULES AND REGULATIONS APPLY.**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

All Civil Service Laws, Rules and Regulations Apply.

Annual Salary \$82,379

Full Time (35 hours a week) with Benefits

Ulster County offers excellent benefits including membership in the NYS and Local Employees Retirement System and paid sick, vacation, personal and holiday leave.

Please forward a resume and writing sample to:

Wendy S. Ricks, Esq., Supervising Attorney

1041 Development Court

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Email: [wric@co.ulster.ny.us](mailto:wric@co.ulster.ny.us)