

ASSISTANT SOCIAL SERVICES ATTORNEY

CHAUTAUQUA COUNTY DEPARTMENT OF MENTAL HYGIENE AND SOCIAL SERVICES

SALARY RANGE: \$84,282.00 - \$131,884.00/YEAR + BENEFITS

The Chautauqua County Department of Mental Hygiene and Social Services is seeking qualified applicants to fill one (1) Assistant Social Services Attorney to work out of the Mayville, NY office. This position is full-time at 35 hours/week. This is professional legal and resource work involving responsibility for assisting in providing counsel and resource services for the Chautauqua County Department of Health & Human Services. An employee in this class is responsible for answering technical, legal and resource questions and providing advice regarding problems affecting the operation of the department as well as for representing the department in court. The work is performed in accordance with overall policies of the department with wide latitude for the exercise of independent judgment and applying legal and resource knowledge to specific problems and the taking of appropriate action. This position is supervised by the Social Services Attorney and/or another department Attorney of higher rank. Does related work as required.

Typical Work Activities:

- Prepares and prosecutes actions on behalf of the Commissioner in Family Court relating to the prosecution of Child and Spousal Support, Child Abuse and Neglect, Qualified Residential Treatment Program Hearings, Custody and Visitation, Termination of Parental Rights, and the Permanency Hearings for children in foster care;
- Representation of the Commissioner in Persons in Need of Supervision (PINS) proceedings and in Juvenile Delinquency Qualified Residential Treatment Program placement and disposition hearings;
- Assists in providing legal advice to the Commissioner, and staff of DHHS;
- Prepares a variety of legal documents such as contracts, assignments, deeds and notifications;
- Performs a variety of research relating to the department's legal problems;
- Prepares petitions, briefs and other trial materials and represents the department in Supreme Court for cases involving the neglect and abuse of adults, guardianships, supplemental needs trusts and related matters and handles all related appeals;
- Represents Department in the prosecution of fair hearings referred to the Department by the New York Statewide Central Register reports;
- Facilitates the preparation, review, redaction, and necessary court orders regarding the disclosure of confidential Department records while complying with Discovery and Records Requests made in Criminal, Family, County and Supreme Court;
- Attends multidisciplinary teams to foster cooperation and collaboration with multiple County Agencies, including, but not limited to, Juvenile Services Team, CAP Multidisciplinary Team, and the Elderly Multidisciplinary Team;
- Corresponds with financial institutions, bureaus, agencies and individuals when action by the department attorney is necessary to obtain cooperation.

This position is being filled as a provisional appointment from approved applications received. An incumbent in this position, will be required to take a competitive civil services examination scheduled at a later date.

Chautauqua County offers a comprehensive benefits package which includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Flex Spending Account | - Personal Days |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications Possession of a License to practice law in New York State at the time of application, appointment, and during service in this class.

Residency Note: Effective June 4, 2025, Local Law 4-25 allows qualified candidates residing in a New York State County that is contiguous to Chautauqua County, to be eligible for appointment to this title, provided however, that the appointed individual shall never be designated or authorized to act as the head of the department for any reason.