FIRST ASSISTANT SOCIAL SERVICES ATTORNEY

CHAUTAUQUA COUNTY DEPARTMENT OF MENTAL HYGIENE AND SOCIAL SERVICES

SALARY RANGE: $108,152.00 - $184,594.00/YEAR + BENEFITS

The Chautauqua County Department of Mental Hygiene and Social Services is seeking qualified applicants to fill one (1) First 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, supervisory, administrative and resource work involving responsibility for assisting in providing legal advice and counsel for the Chautauqua County Department of Mental Hygiene & Social Services (MHSS). An employee in this class is responsible for answering technical and legal and questions and providing advice regarding problems affecting the operation of the department as well as for representing the department in court. Incumbents in this class provide day to day supervision and administrative guidance to various MHSS staff. The work is performed under the supervision of the Social Services Attorney with wide latitude for the exercise of independent judgment and applying legal and technical knowledge to specific problems and the taking of appropriate action. Does related work as required.

Typical Work Activities:

- Provides legal advice and performs a variety of research relating to the department's legal problems and provides written legal recommendations to the Director and staff;
- Prepares a variety of legal documents such as contracts, assignments, deeds, liens, court orders, court petitions and complaints, etc.;
- 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;
- Prepares briefs, affidavits, and motions on behalf of the Department in Family Court regarding the placement and preventive services provided to families involved in the Juvenile Delinquency and Persons in Need of Supervision cases; fields issues presented by other jurisdictions regarding the transfer of such matters to Chautauqua County;
- 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;
- Files claims and liens against entities as necessary in the interest of the MHSS;
- Corresponds with financial institutions, bureaus, agencies and individuals when action by the department attorney is necessary to obtain cooperation;
- Supervises the Second Assistant and Assistant Social Services Attorneys via firsthand observation in court and provides insight of their performance to the Social Services Attorney;
- Oversees the assignments of serious child welfare cases, such as child abuse and fatality matters, to the Second Assistant Attorney and staff attorneys;
- Provides training to Legal and other MHSS staff as assigned by the Social Services Attorney;
- Acts as the court liaison for the Legal Department by providing updates to the practice of the law and changes to the legal department's inner policies and procedures through relationships with Family Court Chief Clerk, Family Court Deputy Clerk, and the Court Attorneys;
- Acts as the Legal Department's liaison with other MHSS Divisions by scheduling and attending quarterly meetings so as to improve and facilitate the Legal Department's involvement and interdepartmental communications;
- Assists the Social Services Attorney in identifying new processes to improve the workings of the office and helps facilitate those processes such as the assignment of cases amongst staff attorneys, implementation of electronic files, and improved communication with other MHSS divisions.

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:

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

Minimum Qualifications:

Promotional - Two (2) years of permanent competitive class status as either Assistant Social Services Attorney or Second Assistant Social Services Attorney with the Department of Health and Human Services immediately preceding examination or appointment.

Open Competitive - Admission to the Bar of the State of New York and one year of experience in the practice of child abuse/neglect law, child support enforcement law, family law, public interest law, poverty law, elder law, welfare fraud law, or criminal prosecution.

ADDITIONAL REQUIREMENT: 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.