

SOCIAL SERVICES ATTORNEY

CHAUTAUQUA COUNTY DEPARTMENT OF MENTAL HYGIENE AND SOCIAL SERVICES

SALARY RANGE: \$111,562.00 - \$192,124.00/YEAR + BENEFITS

The Chautauqua County Department of Mental Hygiene and Social Services is seeking qualified applicants to fill one (1) Social Services Attorney to work out of the Mayville, NY office. This position is full-time at 35 hours/week. Performs professional legal and administrative management services as counsel for the County Department of Mental Hygiene and Social Services (MHSS). An employee in this class is responsible for answering technical, legal and resource questions and providing legal advice regarding problems in court and on matters related to implementation of laws, rules, regulations and directives related to the work of MHSS. Services performed are under the general supervision of the Director of Mental Hygiene and Social Services in consultation with the County Attorney. Wide latitude exists for the exercise of independent judgment in the application of knowledge and experience to specific problems. Supervision is exercised over staff attorneys and clerical employees. Does related work as required.

Typical Work Activities:

- Serves in an administrative leadership role within MHSS. When required, may create policies or protocols for the department;
- May serve as acting Director in the absence of the Director when so assigned;
- Provides legal advice to the director, division heads, supervisors, Caseworkers, and other MHSS staff;
- Prepares a variety of legal documents such as assignments, deeds and notifications, pleadings, and other court related papers;
- Performs a variety of research relating to the Department's legal problems;
- Prepares briefs and other trial materials and represents the Department in all courts;
- Prepares for and officiates at public sales of property owned by MHSS or for which MHSS holds a lien;
- Examines abstracts of title to determine status of real property titles;
- Files claims against estates of deceased clients and enforces same where necessary;
- Files liens against client recoveries in personal injury cases;
- Provides legal services and supervises attorneys work related to the Uniform Interstate Family Support Act (UIFSA), child abuse and child neglect, termination of parental rights, adult protective matters, child support and paternity, estates and trusts, bankruptcy and other legal work as needed;
- Makes recoveries for assistance granted as permitted by law, including initiation of legal proceedings if necessary;
- Corresponds with financial institutions, bureaus, agencies and individuals when a letter from the Department attorney is necessary for any reason;
- Assists in developing and presenting training programs for staff of MHSS as appropriate;
- May exercise supervision over the Program Integrity Unit and Child Enforcement Unit;
- May perform related work at the direction of the County Attorney.

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:

Promotional - One (1) year of permanent competitive class status as a First Assistant Social Services Attorney with the County Department of Mental Hygiene and Social Services immediately preceding examination or appointment.

Open Competitive - Admission to the Bar of the State of New York and two (2) years 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 Requirements:

1. Possession of a License to practice law in New York State at the time of application, appointment, and during service in this class.
2. This position is a public officer as defined under Section 3 of NYS Public Officers Law. As such, candidates must be legal residents of Chautauqua County at time of appointment and during service in this classification.