

## SECOND ASSISTANT SOCIAL SERVICES ATTORNEY

### CHAUTAUQUA COUNTY DEPARTMENT OF MENTAL HYGIENE AND SOCIAL SERVICES

**SALARY RANGE: \$94,512.00 - \$154,474.00/YEAR + BENEFITS**

The Chautauqua County Department of Mental Hygiene and Social Services is currently accepting applications for one (1) Full-Time (@35 Hours/Week) Second Assistant Social Services Attorney to work out of the Mayville, NY office. This is professional legal and resource work involving responsibility for assisting in providing legal advice and counsel for the Chautauqua County Department of Health & Human Services (HHS). An employee in this class is responsible for answering technical and legal 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 procedural guidance to Assistant Social Services Attorneys of lower rank. The work is performed with wide latitude for the exercise of independent judgment and applying legal and technical 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:**

- Assists in providing legal advice to the Commissioner, supervisors and staff;
- Assists in the day-to-day supervision of Assistant Social Services Attorney's case load and trial preparation both through observation as well as review of case files; further assists Assistant Attorney's by participating in case conferences, review of petitions, and trial preparation;
- Handles the prosecution of more serious legal matters on behalf of HHS, such as Family Court matters involving child abuse or fatality cases;
- Prepares a variety of legal documents such as contracts, assignments, deeds, liens, court orders, court petitions and complaints, etc.;
- Performs a variety of research relating to the department's legal problems and provides written legal recommendations to the Commissioner and staff;
- Prepares briefs and other trial materials and represents the department in Family Court, Supreme Court and the Appellate courts for cases involving the care and custody of children, child support, paternity, termination of parental rights, appeals, recovery actions, adult protection, 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;
- 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 against estates of deceased clients;
- Makes recoveries for assistance grants when possible;
- Corresponds with financial institutions, bureaus, agencies and individuals when action by the department attorney is necessary to obtain cooperation;
- Performs related general legal work.

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 an Assistant Social Services Attorney with the Department of Health and Human Services immediately preceding examination or appointment.

**Open Competitive:** Two (2) years of full-time, or equivalent part-time experience as a practicing Attorney.

**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.***