

# Greene County Department of Social Services

## Job Announcement – Assistant Social Services Attorney

---

Salary Range - \$80,700.00 to \$84,000.00

***This is a full-time, provisional appointment.  
Permanent appointment is contingent upon Civil Service exam.***

This is a professional position requiring performance of legal work for the local district Department of Social Services. The work is performed in accordance with the provisions of Social Services Law, the Family Court Act, New York State General regulations and policies established by the Commissioner and The County Legislature. The position requires ongoing interpretation and implementation of the foregoing, legal research, exercising of independent informed judgement and pursuing appropriate legal action. The attorney is on-call on a 24 hours, 7 days a week basis, for Supervisors and any and all other legal personnel employed by the agency. The work is performed under the general direction of the Commissioner with wide leeway permitted for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of Common Law and of County, State, and Federal Laws, as they apply to Social Services; Good knowledge of Civil Court procedures and the rules of evidence; Good knowledge of the general functions and administrative activities of the County Department of Social Services; Good knowledge of the Family Court Act, Social Services Law, and Mental Hygiene Law regarding guardianships, and the state and federal regulations applicable to such laws; Good professional judgement; Working knowledge of Estate and Probate Law, Criminal Law, Freedom of Information Law, HIPPA, and laws and regulations regarding Medicaid and other public assistance; Ability to analyze and apply legal principles, facts and procedure to legal problems.

**Minimum Qualifications:** Admission to the New York State Bar **and** at least one (1) year of experience practicing law, including experience in family law, civil litigation and/or criminal law. Experience performing duties as a law intern (whether paid or unpaid) under the immediate supervision of an admitted attorney may count towards the required experience noted above, depending on the particular duties performed (i.e., motion practice, pre-trial court appearances, etc).

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for the examination for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume, but do not substitute a resume.**

Applications can be obtained at:

<https://www.greengovernment.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Salary range of **\$80,700.00 to \$84,000.00**, plus generous benefits package. Qualified candidates should submit their applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or [hr@discovergreene.com](mailto:hr@discovergreene.com).

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and background check.