

ASSISTANT WELFARE ATTORNEY

50200
(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for assisting the County Welfare Attorney in general legal work as it relates to all operational phases of the Department of Social Services and Family Court. Under supervision, an employee in this class assists in drafting legal instruments, preparing opinions, writing briefs and preparing cases for trial in order to protect the legal rights and interests of the Department of Social Services. Assignments are received from the County Welfare Attorney with some degree of latitude exercised in their implementation. Supervision may be exercised over a staff of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES

Assists in the preparation of actions for neglect, delinquency, PINS, abandonment, handicapped, nonsupport, proceedings to establish paternity and actions against legally responsible relatives.

Assists in the preparation of all legal documents for the Department of Social Services.

Works with Fraud Investigator in reviewing cases of fraud against the Social Services Department and participates in referral of such cases to the District Attorney for appropriate action.

Acts as consultant for the Department working closely with the Accounting Department, State Department of Social Services and/or other social services districts in dealing with matters related to residence as outlined in existing legislation.

Appears in court for actions concerning neglect, delinquency, nonsupport, abandonment, paternity proceedings and actions against legally responsible relatives.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the legal profession as it applies to writing briefs, legal research techniques, preparing cases for trial, etc.

Skill in the presentation of cases before the courts.

Ability to make sound judgments.

Ability to learn and interpret the Welfare Law as it applies to actual cases of contention.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Possession of a license to practice law in the State of New York at time of appointment.

3/84 Revised

Review Date: