

## **DEPUTY COUNTY ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for supervising and managing the entire legal unit located in the Department of Social Services under the administrative supervision of the County Attorney. The Deputy County Attorney represents Children's Services in Family Court and appellate litigation. Incumbent provides supervision and general direction to Senior Assistant County Attorneys and Assistant County Attorneys who have been assigned to the Department of Social Services. The Deputy County Attorney advises Social Services Department personnel at every level, from the Commissioner of Social Services and provides general supervision to paralegals, investigators and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Represents the Social Service Department in Family Court in matters involving child abuse and neglect, foster care, paternity adoption, conservatorship, child support and adult protection;

Researches and advises Social Service staff on the legal aspects of the department's operation, including case preparation and testifying;

Consults with Social Services staff and the County Attorney's Office in matters involving persons in need of supervision, Juvenile Delinquency proceedings, bonds and mortgages, trusts, liens and a variety of other legal instruments, agreements and rights;

Reviews petitions prior to submission and court orders drawn for resultant proceedings for content, completeness and accuracy;

Consults with and advises Commissioner of Social Services and other department staff on questions of legal liability and alternative course of action;

In consultation with Commissioner and administrative staff, develops, presents and defends the departments position regarding lawsuits brought against the department;

Provides liaison with Family Court Judges and Commissioner of Social Services;

Provides training to the Social Service Paralegal on department procedures, Family Court Act, Social Services and Domestic Relations Laws.

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

Thorough knowledge of the State Social Services Law, rules and regulations;

Good knowledge of the procedures, laws and rules governing the administration of public assistance;

Good knowledge of family court law as it pertains to issues of support, neglect, abuse, foster care, Juvenile Delinquency Proceedings and Persons in need of Supervision Proceedings;

Working knowledge of County law and rules;  
Working knowledge of wills and future interests and other aspects  
of general legal work;  
Ability to efficiently gather facts by interview and investigation;  
Ability to perform close, detail work involving considerable visual  
effort and strain;  
Ability to work well with others;  
Integrity;  
Excellent judgment;  
Physical condition commensurate with the demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:** Duly licensed to practice Law in  
the State of New York and at least five years of experience  
practicing Law.

SPECIAL REQUIREMENT: Incumbents in this position are required by  
the County Legislature to reside within the county of Broome at all  
times during their employment in the title.