



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Department of Social Services

**Job Title:** SOCIAL SERVICES ATTORNEY

**Salary Range:** \$103,023 - \$132,504\* (\*Range based on years of service employed in title with Saratoga County)

**Work Location:** 152 West High Street, Ballston Spa NY 12020

**Classification:** Exempt (**No exam required**)

#### Job Description

This is an important professional position providing legal counsel and support to the Saratoga County Department of Social Services (DSS). Responsibilities include providing full professional coverage for the Family Court, incidental coverage in Supreme Court and Surrogates Court, as well as providing advice regarding client proceedings and situations affecting the operation of the Department. As needed, will also prosecute and defend appeals to the Appellate Division, Third Department and to the Court of Appeals as needed. Work is performed under general direction of the Commissioner of Social Services in accordance with established policy and procedure, with wide leeway provided for the exercise of independent performance of duties within accepted professional and legal standards. Performs other related duties as needed.

#### Minimum Qualifications...

Admission and good standing with the New York State Bar Association to practice law in the state of New York. Two (2) years of paid legal experience will be given favorable consideration.

#### Typical Work Activities (\*Illustrative)

- Serves as general counsel to the Department of Social Services;
- Assists in the legal review and counsel of Child Protective, Preventive Services and Foster Care cases;
- Drafting and prosecution of various petitions under the Family Court Act (Article 10) including child abuse and neglect petitions, violation petitions, extension of supervision petitions, termination of parental rights petitions, and applications for emergency relief in child protective matters in Saratoga County Family Court;
- Attendance at court hearings and conferences, initiating and responding to discovery demands, motion practice, witness preparation, as associated trial work;
- Drafting and coordinating the submission of court orders;
- Representation of the child protective services unit in administrative expungement hearings pursuant to Social Services Law 422.
- Prosecution and defense of appeals to the Appellate Division, Third Department and Court of Appeals;
- Review and coordination of response to Mortgage Foreclosure actions in defense of DSS liens;



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- Review and coordination of requests for documentation, subpoenas and other information on behalf of DSS;
- Coverage of matters including guardianship proceedings, support proceedings and Medicaid recovery and trust and estate proceedings;
- Other related duties as necessary.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### **Additional Information**

- Excellent benefits & Health Insurance, NYS Retirement enrollment, and competitive Compensation Plan

### **To Apply (via Link Provided)**

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted through the date posted, or until the vacancy has been filled**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*