

**OTSEGO COUNTY IS ACCEPTING APPLICATIONS CONTINUOUSLY FOR THE
FOLLOWING VACANCY:**

Department of Social Services
Social Services Attorney
\$106,392 – \$130,035
EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing professional legal services for the Social Services program. The work is performed under the general supervision of the Commissioner of Social Services and/or a Supervising Social Services Attorney in consultation with the County Attorney. Direct supervision may be exercised over the work of support staff; does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Responsible for prosecuting petitions filed in Family Court by the Department of Social Services. These include child abuse and neglect cases, where the Department seeks the aid of the court in providing services to parents accused of abusing and/or neglecting their children, sometimes requesting a removal of children to foster care or relative placements. In many custody/visitation and family offense (domestic violence) cases filed in Family Court, the judge will order the Department to perform an investigation of the parents for possible abuse or neglect. In those cases, the attorneys will appear on behalf of the Department. The attorney's office represents the Adult Protective Services unit when court action is needed. This generally occurs in Supreme Court when a guardianship petition is filed upon allegations that a person is unable to manage his or her own affairs and needs a guardian to be appointed. Attorneys are also responsible for representing the Department at Fair Hearings for the Services Unit and Income Maintenance Unit as needed.
- The attorney's office represents the Department in resource recovery efforts. This means efforts by the Department to recover Public Assistance and Medicaid previously paid from the estates of past recipients and from past recipients who later obtain income and/or property. This may include representation of the Department in small claims or other courts.
- The attorney's office presents child and spousal support petitions, where the Department of Social Services is seeking reimbursement for Public Assistance and/or Medicaid from legally responsible relatives.
- Juvenile Delinquency and Person in need of Supervision cases are also prosecuted by the attorneys. In most cases, the Department of Social Services will be directed by the Family Court to provide supportive services to those families, to assist in correcting the problems that led to filing the petitions.
- Other duties as assigned including but not limited to Freedom of Information Law requests, processing of bankruptcy paperwork, review of HIPAA rules and regulations and review of contracts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the Family Court Act, Social Services Law, rules and regulations; good knowledge of the procedures, laws and rules governing the administration of public assistance; good knowledge of family 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.

MINIMUM QUALIFICATIONS: Duly licensed to practice law in the State of New York.

SPECIAL REQUIREMENTS:

1. Proof of eligibility for admission to practice as an attorney and counselor at law before the courts of the State of New York at the time of application for appointment. Admission to the Bar of the State of New York, a certificate of good standing, and proof of registration is required at time of appointment.
2. A valid New York State driver's license and acceptable driving record is required at time of appointment.

A valid New York State license must be maintained during employment.

CLASSIFICATION: Competitive – Full Time

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov

Dated: September 30, 2026