

Jurisdictional Class: Competitive  
Adopted: January 1, 2012  
Revised:

**DIRECTOR OF LEGAL AND SOCIAL SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional administrative position involving oversight for both the legal and services units of the Clinton County Department of Social Services. An employee in this class is responsible for overseeing the planning, coordination, supervision, and management of the performance and activities of the entire legal and services units. As part of the legal unit responsibilities, an employee in this class is responsible for providing legal counsel for the agency and may also be responsible for prosecuting juvenile delinquents as well as persons in need of supervision (PINS). As part of the services unit responsibilities, an employee in this class is responsible for recommending case work policies and procedures for the agency and is responsible for standards of case work in accordance with agency policies. Work is performed under the general direction of the Commissioner of Social Services in accordance with overall policies of the department with wide leeway allowed for the exercise of independent judgment in applying legal knowledge to specific problems and in taking appropriate legal actions. The incumbent is responsible for the direct supervision of Social Services Attorneys, paralegals, and staff assigned to the legal and services units. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Responsible for the formulation of policies and procedures which relate to the legal and services units;  
Plans, coordinates, supervises, and manages the performance and activities of the entire legal and services units;  
Acts as legal consultant to the Department of Social Services;  
Represents the department in all proceedings including actions such as child abuse, child neglect, child support, foster care, termination of parental rights and adult protective proceedings;  
Acts as prosecuting attorney and performs the function of Grand Jury for all persons over the age of seven and under sixteen years of age who commit acts, which, if committed by an adult, would constitute a crime, with the exception of Juvenile Offenders as defined in the Penal Law;  
Appellate practice, to include perfecting and finalizing appeals from Family Court and Supreme Court, as well as preparation of Respondent's Briefs when appropriate;  
Conducts individual and group conferences with case work supervisors and attorneys;  
Has responsibility for establishing and administering an employee performance program, to include establishing necessary control records for evaluating staff performance;  
Recommends staffing and funding requirements in connection with budget planning;  
Plans, organizes, directs, and coordinates the various functions comprising the Legal and Social Services Division;  
Participates on committees with state agencies to assist in policy development;  
Plans and supervises staff development programs for case work staff;  
Maintains cooperative relationships with other community service agencies;  
Represents the Commissioner of Social Services at legal proceedings, conferences, public meetings, etc, as directed;  
Has responsibility for direction and coordination of special programs and contracts for services such as PINS Diversion and Day Care Development.

Director of Legal and Social Services

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles and practices of common law and of county, state, and federal laws as they apply to social services;

Comprehensive knowledge of modern principles and practices of social case work and public welfare administration and ability to apply these in the performance of duties;

Thorough knowledge of civil and criminal court procedures and the rules of evidence;

Thorough knowledge of the general functions and administrative activities of the County Department of Social Services;

Thorough knowledge of federal, State, and local public welfare laws and programs;

Ability to plan, coordinate, supervise, and manage the work of an entire unit;

Ability to analyze, appraise, and apply legal principles, facts, and precedents to legal problems;

Ability to prepare clear and accurate records and reports;

Good knowledge of techniques of case recording;

Good command of language;

Sound professional judgment.

**MINIMUM QUALIFICATIONS:** Graduation from a law school recognized by the University of the State of New York and three (3) years of experience in the practice of Family Court Law; including or supplemented by eighteen (18) months of supervisory experience in social case work or supervision of legal staff in support of public welfare administration in a public or private social agency adhering to acceptable standards common to the profession.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:** A license to practice law in New York State.