

Jurisdictional Class: Competitive  
Adopted: January 10, 2024

**JUNIOR SOCIAL SERVICES ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs work under general supervision of the Commissioner of Social Services as well as the County Attorney and direct supervision of the Senior Social Services Attorney and/or Social Services Attorneys. The incumbent performs legal research, and prepares for presentation of civil cases in Family and Supreme Courts. The work is performed under direct supervision gradually allowing some leeway for carrying out the details of assignments. Supervision is not a responsibility of this position. The incumbent does related work as required.

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

Discusses, evaluates, and drafts causes of actions regarding civil cases under Article 10 of the Family Court Act, Article 81 of the Mental Hygiene Law and Social Services Law;  
Reviews Permanency Hearing Reports and determines legal sufficiency of the information contained therein;  
Reviews Court Ordered Investigations and determines if further action needed based upon the investigation;  
Performs legal research;  
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;  
Participates in recommendation meetings and legal meetings regarding cases and situation in the Services Units;  
Drafts responses to pre-trial motions and discovery demands;  
Assists in civil trials in Family and Supreme Court;  
Performs other related duties as requested from the Commissioner, Senior Social Services Attorney or Social Services Attorneys.

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

Thorough knowledge of civil procedure law and rules;  
Thorough knowledge of the Family Court Act and Article 81 of Mental Hygiene Law;  
Thorough knowledge of criminal law and procedures;  
Working knowledge of computer applications and database software;  
Ability to speak, and write effectively and to present clear and logical legal arguments;  
Ability to understand and execute complex written and/or oral instructions;  
Ability to get along well with others;  
Ability to read, understand, and communicate effectively to perform the essential duties of the position;  
Personal and professional integrity;  
Good judgment.

**MINIMUM QUALIFICATIONS:** Graduation from an accredited Law School pending admission into the New York State Bar.

**SPECIAL REQUIREMENT:** Must submit proof of passing the New York State Bar examination within (6) six months of appointment.

Junior Social Services Attorney

**SPECIAL REQUIREMENT:** Must be a U.S. Citizen and legal resident of New York State at time of appointment and maintain residency while in title.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.