

# Essex County Announces

## Vacancy for a Full-Time SOCIAL SERVICES ATTORNEY

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services  
Essex County is an Equal Opportunity Employer

For further information contact  
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE  
Essex County Government Center  
7551 Court Street - P.O. Box 217  
Elizabethtown, New York 12932 Tel: 873-3360  
<https://www.co.essex.ny.us/jobs.asp>

***VACANCY: Essex County Department of Social Services***  
***SALARY: Negotiable based on experience***

***DISTINGUISHING FEATURES OF THE CLASS:*** Responsibilities include, but are not limited to, representing Social Services in all matters related to child abuse and neglect proceedings, child support enforcement and collection, adoptions, termination of parental rights, fair hearings, and welfare fraud proceedings; in matters before the Family Court, Supreme Court and Appellate Courts. Responsibilities include performing legal functions associated with Medicaid recoveries and liens, including but not limited to, filing, and releasing various liens and mortgages and representing Social Services at hearings. This work involves a significant amount of in-court time; trial preparation and reviewing and drafting of court orders. Candidates should possess knowledge of County Law, Social Services Law, and other laws of the State of New York; knowledge of State and Federal regulations and administrative directives regarding social services issues.

***MINIMUM QUALIFICATIONS:*** Admission to the New York State Bar or currently practicing as an Attorney for one (1) year and ability to promptly gain admission to the New York State Bar. The ability to communicate effectively both orally and in writing is mandatory. The successful applicant must be able to multitask, to work hard, to relate well with Caseworkers, Attorneys, Judges, and respondents alike, and to maintain a professional demeanor and appearance as a representative of the Department of Social Services

***Note: Employees hired on a permanent basis who do not reside in Essex County must become a resident of Essex County within one (1) year of appointment.***

**Interested applicants should submit cover letters, applications, resumes, and three (3) professional references to the Department of Personnel by  
Monday, November 29<sup>th</sup>, 2021.**

***PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO DRUG AND ALCOHOL SCREENING/TESTING, PRE-EMPLOYMENT PHYSICAL, AND ADDITIONALLY MAY BE REQUIRED TO SUBMIT TO A FINGERPRINT BACKGROUND CHECK DEPENDING UPON SPECIFIC REQUIREMENTS OF THE POSITION. FOR APPLICATIONS AND INFORMATION, CONTACT THE ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE, ELIZABETHTOWN, NY 12932.***

10/29/2021