

**ATTORNEY**

*The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**DEPARTMENT:** Social Services

**REPORTS TO:** Senior Attorney

**CLASS SUMMARY**

Provides legal representation to Social Services in civil actions for the protection of children and disabled adults and advises Social Services personnel on legal rights and remedies in carrying out statutory responsibilities.

**DISTINGUISHING CHARACTERISTICS**

The Attorney is the first level of a two level attorney series in the Department of Social Services. The Attorney is distinguished from the Senior Attorney, who has full supervisory authority.

**TYPICAL CLASS ESSENTIAL DUTIES**

- Represents Social Services on legal matters to include writing briefs, preparing oral arguments, preparing pleadings, gathering evidence, interviewing witnesses, interpreting court orders, presenting cases in court, and defending cases on appeal.
- Advises agency staff on legal issues and responsibilities.
- Addresses legal inquiries from the public.
- Drafts and files lawsuits, memorandum, letters, legislation, and various legal documents.
- Assists outside counsel with litigation.
- Represents Social Services in quasi-judicial hearings and meetings.
- Prepares post adjudication case plans which include devising strategies to implement a safe, permanent home for children in custody of the agency at the earliest possible date.
- Reviews contracts and various legal agreements.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

**POSITION SPECIFIC DUTIES**

Does not apply.

**KNOWLEDGE AND SKILLS**

Knowledge of:

- General legal knowledge regarding state and County statutes and cases;
- Trial practices and procedures;
- State and federal civil and abatement procedures;
- State and federal court rules;
- Administrative law and procedures;
- State and federal appellate court rules;
- Basic math;
- Legal writing and grammar;
- Legal terminology.

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## Skill in:

- Using computers and applicable software;
- Researching information;
- Analyzing data and drawing conclusions;
- Writing legal documents;
- Preparing correspondence;
- Reading and understanding legal reports;
- Negotiating settlements;
- Being persuasive;
- Reacting quickly;
- Counseling and advising parties;
- Giving presentations;
- Interpreting and applying laws and regulations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**TRAINING AND EXPERIENCE**

Juris Doctorate from a law school accredited by the American Association of Law Schools and two years experience practicing law in child welfare or related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING/CERTIFICATION**

- North Carolina State Bar License;
- Valid North Carolina Driver's License.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Typically requires standing, walking, fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**GENERAL INFORMATION**

FLSA Status: Exempt

Class Spec Established/Revised: E10/99 R7/02