

**ROWAN COUNTY
HUMAN RESOURCES
JOB DESCRIPTION**

Job Title: Attorney I - DSS (Generalist)
Department: Social Services
Revised: August 2022

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Attorney I classification.

GENERAL DESCRIPTION

Professional legal work serving as staff attorney for the Department of Social Services to ensure child protection in situations where abuse, neglect, and/or dependency is found. Work is performed independently to furnish full time legal representation, including court appearances, advice, research, drafting, and other normal and ordinary legal services for the agency, particularly in matters related to child welfare, but also in other legal matters related to the administration of social services programs, including child support, adult protective services and guardianship, intentional benefit fraud, and various economic services. Work is performed under the supervision of the Attorney II and is reviewed through conferences, reports, and results of work.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Reviews facts regarding child protective services matters on a daily basis and advises employees of the Rowan County Department of Social Services (RCDSS) on the legal ramifications of such matters, including whether or not the available evidence suggests that legal action is necessary and appropriate in a given matter.

Conducts litigation in court on a weekly basis as the legal representative of the RCDSS and its Director in child protective services matters, in which there are allegations of abuse, neglect, and/or dependency.

Conducts significant legal research, composes court petitions, motions, and discovery responses, and prepares social workers and other witnesses for court.

Represents the RCDSS and its Director in local district court and in appellate matters.

Reviews court reports prepared by social workers and advises on the nature and form of reports to the court in order to ensure the court has the best information on which to base decisions related to the child's living arrangements, permanent plan, and whether or not parental rights should be terminated to free a child for adoption.

Drafts court orders that result from each court session.

Represents the RCDSS in matters other than child welfare on an as needed basis, to include child support, adult protective services and guardianship, intentional benefit fraud, and various legal questions that arise in economic services case.

Applies law and policy accurately to ensure legal, ethical, and timely actions.

OTHER JOB FUNCTIONS

Performs related duties as required.

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Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of case, statutory, and common law.

Considerable knowledge of judicial and quasi-judicial procedures.

Ability to conduct civil or criminal litigation.

Ability to perform legal research in accordance with initial guidance as to methods of approach, source material available, and policy and precedent of the office.

Ability to interpret and apply constitutional provisions, statutes, administrative regulations, court decisions, and other precedents.

Ability to analyze facts, evidence, and legal instruments.

Ability to express conclusions and arguments clearly and logically in oral and written form.

Ability to plan, program, supervise, and control the work of employees involved in diversified program areas.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Graduation from a recognized school of law and three years of professional legal experience; or an equivalent combination of training and experience. Must possess a license to practice law in the State of North Carolina. A valid driver's license is required.

This job description does not create an employment contract, implied or otherwise.