

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title: Attorney II - DSS (CPS/Child Welfare Services)
Department: Social Services
Revised: March 2021

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Attorney II 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. Supervision is provided to a staff of clerical and paraprofessional personnel. Work is performed under the general supervision of the Department Director and is reviewed through conferences, reports and results of work. This class is differentiated from the Attorney I by the size and scope, and complexity of program(s) and department(s) in addition to the degree of responsibility of work performed.

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

Provides consultation when placement of an individual on the Responsible Individual List is necessary to comply with law and policy when the assessment findings indicate that protecting children in the legal custody of their parents appears unlikely.

Provides legal counsel to social work staff to resolve safety concerns and reduce risk in order to achieve permanency outcomes of reunification, custody, guardianship, or adoption.

Represents the department's position and recommendations in the local district court and in appellate matters.

Applies law and policy accurately to ensure legal and ethical actions placed on the Department and the Courts.

Responsible for the composition of necessary petitions, non-secure paperwork, motions, and court order drafts and to ensure compliance with state and federal policy law, policy and time frames.

Determines the merits of a case, develops case strategy, performs research to prepare for litigation, and conducts regular litigation, effectively voicing the Department's concerns and recommendations.

Assesses child safety issues as they intersect with the need for legal action.

Reads and reviews case records, meets with social workers, and meets with peer review team to discuss key legal issues in a given case prior to filing petitions to obtain legal custody.

Conducts training programs for social workers in various topics relating to their work and court preparation, as well as any other training deemed necessary and appropriate.

Job Title: Attorney II-DSS (CPS/Child Welfare Services)

Page: 2

Serves in community groups such as Community Child Protection Team, Law Enforcement Protocol, and the Child Fatality Prevention Team; participants on the Senior Leadership Team of the Rowan County Department of Social Services.

Hires, trains, and supervises two Administrative Assistants who support the work of the child welfare attorney; monitors and evaluates work performance.

Works closely with a contract attorney who assists with appellate work.

OTHER JOB FUNCTIONS

Performs related duties as required.

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 four 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.