

## SENIOR ASSISTANT COUNTY ATTORNEY ( FAMILY COURT BUREAU)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the County Attorney, Deputy County Attorneys and other senior management, incumbents of this class are responsible for highly specialized professional work in the handling of complex legal issues arising in the operation of the County government and act as trial counsel in the New York State Courts and at administrative hearings. Incumbents of this class represent the Department of Social Services in child neglect and abuse cases, permanency hearings, juvenile delinquency and child support proceedings in the Westchester County Family Courts. May also serve as the Presentment Agency in juvenile delinquency proceedings before the Family Court involving youth under 18 years of age who have been arrested for conduct that would constitute a crime if they were adults. Responsible for a caseload and all aspects of the practice, including case investigation, motion practice, conducting extensive discovery, and courtroom litigation including pre-trial hearings, trials and dispositional hearings and community outreach and engagement. There may be night and weekend court assignments. Although the County Attorney and others are available for direction, consultation, supervision and advice, latitude is given for the exercise of independent judgment in assigned matters. Supervision may be exercised over a number of Assistant County Attorneys. Work is performed in an automated systems environment. Do related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Represent the Department of Social Services (DSS) in Family Court on all aspects of child protective proceedings, foster care permanency hearings; child support proceedings including establishment of paternity, and Uniform Interstate Family Support Act (UIFSA) cases and other matters relating to Family Court practice;

Proceed as Presentment Agency with regard to juvenile delinquency proceedings;

Meet with appropriate County personnel to identify and analyze legal problems and issues related to Family Court matters.

Draft legal documents, including pleadings, motions, and memoranda of law and fact by following generally acceptable legal procedures, forms and techniques in order to meet agency needs, goals and objectives;

Conduct and provide discovery including body-worn camera, DNA, video, and Giglio evidence;

Interview victims, civilian witnesses and police officers; work with law enforcement to obtain, evaluate and analyze evidence to determine case viability in juvenile delinquency matters;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Interview witnesses and other relevant parties to the litigation to determine the admissibility of various types of evidence in matters before the Family Court;

Prepare and conduct pre-trial hearings including pre-petition and probable cause, constitutional suppression; fact-finding, and dispositional hearings;

Provide legal advice on issues relating to child welfare and child support matters;

Negotiate settlements of cases as appropriate;

Conduct legal research and regularly review relevant case law and regulations to support legal strategy;

Serve as second chair to more junior attorneys to aid in their professional development and trial skills;

Prepare and maintain case files and documents;

Attend meetings with various Family Court stakeholders;

Conduct trainings and other presentations;

Provide legal advice and opinions to County Departments and Board of Legislators in matters relating to Family Court;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other tasks, as needed;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the New York State Family Court Act, Social Services Law, Criminal Procedure Law and regulations; ability to present clear and logical arguments of law both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to organize material; ability to perform legal research on a variety of legal issues; ability to establish and maintain effective professional relationships; ability to comprehend and carry out complex oral and written instructions; tact; sound judgment; ethical conduct in the practice of law; commitment to quality; initiative; integrity; resourcefulness; dependability; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a school of law with an LL.B.\* or J.D.\* degree, and five years of progressively responsible experience in family law.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Admission to the Bar of the State of New York.

West. Co.  
J.C.: Exempt  
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Job Class Code: E1000  
Job Group: XV