

DIRECTOR OF LEGAL AFFAIRS

DISTINGUISHING FEATURES OF THE CLASS: The work involves the directing of the legal and quasi-legal operations of the Department of Social Services.

Working under the direction of the Commissioner the incumbent directs and manages the legal affairs of the Department, including the division performing legal or quasi-legal functions or investigative functions. The incumbent has the authority to act for the Commissioner in his/her absence in all legal matters. Direct supervision is exercised over professional and administrative employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs the planning, organization and implementation of the legal affairs of a large, complex social services agency, including the formulation of operating policies, legal opinions, and analyses of strategies involving the legal affairs of the department;

Directs and administers the functioning of the following: Office of Counsel, Medicaid Enforcement and Client Resource, Youth Services and Youth Detention, and the Special Investigation, Fraud, Legal Advocacy for the disabled, Abuse and Neglect, and Contract Compliance Units;

Provides direct legal counsel to the Commissioner in all matters of law, rule, regulation, policy and procedure which effect the department;

Assists in the development of policy and procedures regulating the interdepartmental implementation of laws, rules and regulations;

Oversees the preparation of legal documents and related activities for all court cases;

Develops, promulgates and assists in developing and promulgating policies and standards of the department for all institutions, vendors, professional providers or agents;

Oversees, assists in developing and negotiating all contracts involving the department;

Oversees the legal aspects of the recoveries of monies (child support, fraud, medical, etc.);

Interprets Federal and State policies, evaluates collection procedures and establishes methods for the collection of all claims, recoveries, and client assets;

Coordinates all legal actions of the department in its efforts to prevent fraud, over utilization and abuse of the Public Assistance and Medicaid Programs;

Acts as liaison between the Department and Federal, State and County legal and quasi-legal agencies having a similar responsibility to deter misuse of such programs. These agencies include, but are not limited to the following: Office of the District Attorney of Erie County, Western Regional Office of Audit and Quality Control of the New York State Department of Social Services, Office of Medicaid Fraud Control of the New York State Attorney General's Office, and Office of the New York State Medicaid Inspector General.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the laws, rules, regulations, and policies of the Federal, State, and local government dealing with Social Services area;

Thorough knowledge of legal administration and management and professional content;

Good knowledge of constitution law;

Good knowledge of organizational structuring and work design;

Ability to provide sound legal and administrative supervision to a large staff and to work effectively with program and support function managers, public officials and professional organizations;

Ability to coordinate multiple functional units and to promote interdivisional collaboration and resolve disputes.

MINIMUM QUALIFICATIONS:

L.L.B. or J.D. in law from a recognized law school/ and eight (8) years of legal practice, at least five (5) years of which was in the area of Family Court Law, which included a minimum of three (3) years of legal administrative experience.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.