



Ashe County Department of Social Services
150 Government Circle
Suite 1400
Jefferson, NC 28640
(336)-846-5719

RECRUITMENT ANNOUNCEMENT

POSITION: DEPARTMENT OF SOCIAL SERVICES-AGENCY ATTORNEY
POSITION IS PERMANENT, FULL-TIME
POSITION #: 5310-101-16

Annual Salary: Grade 80 \$74,433

Application Period: February 16, 2021 – March 16, 2021

Position Start Date: July 1, 2021

PRIMARY PURPOSE OF POSTION:

Primary purpose of this position is legal representation for the agency in all aspects of Social Services Law with emphasis on Child Welfare Law, Juvenile Court, Child Support and Adult Services. This attorney will work with social workers to prepare cases for trial and will be responsible for representing the agency primarily in district court and before the Clerk of Superior Court. The work load is large and the demands are intense in the juvenile law area. Deadlines are set by statute and must be followed from the filing of petitions through adjudication, disposition, and permanency for children in custody of the agency. Appeals of Juvenile cases must be anticipated.

DUTIES:

The attorney will consult with the social workers in the filing of petitions, preparing the cases for trial, and in the follow-up hearings required for establishing permanency for children who have been removed from their homes. The attorney is responsible for seeing all deadlines are met to include hearings and the filing of all orders within the required time frames. The attorney will also provide legal assistance to Adult Protective Services for Protective Orders in district court and guardianship matters before the Clerk of Court. The attorney represents the department in child support matters. The attorney will work with the staff in non-court matters where legal counsel is needed and will assist in the interpretation of Federal and State laws and regulations. Research will often be required in rendering legal opinions for other units in the Agency, to include Economic Services and Business Operations. Memorandums of law may be required.

The attorney can expect to have contacts with other Social Services attorneys, the Attorney General's Office, NC Association of Social Services Attorneys, the North Carolina School of Government, the District Attorney's office, law enforcement, the

medical community, the legal community, mental health, the school system, District Court judges, and others. The attorney must be able to maintain effective working relationships with the public, lawyers in adversarial roles, and other persons contacted in the course of representing the agency. The attorney will assist in a variety of trainings, such as training social workers to be witnesses in court. The attorney may be called upon to represent the agency on various committees and to assist with special projects. The attorney may be required to perform other duties within the agency at the discretion of the Director.

ILLUSTRATIVE EXAMPLES OF WORK:

- Represents the Department in all aspects of adult services including adult protective services, incompetency, and guardianship.
- Represents the Department in child welfare matters including cases of abuse, neglect and dependency.
- Represents the Department in Child Support matters.
- Represents the Department in adult services, child welfare, and child support hearings by preparing the case, presenting evidence, calling witnesses, and cross-examining witnesses.
- Represents the Department through the legal process of termination of parental rights cases.
- Represents the Department for appeals in child welfare, adult services and child support cases.
- Assists in other legal work such as clearing children for adoption, reviewing agency policies and reviewing contracts with other entities.
- Consults with Department staff regarding their work in preparation for trial.
- Provides training to staff on topics relevant to delivery of services by Department.
- Provides interpretation of laws and rendering of opinions to agency staff, and directs the department on legal procedure, policies and regulations.

SPECIAL CONDITIONS:

This position is a full time position. Standard agency hours are 40 hours per week 8:00AM to 5 PM. However, the attorney is expected to work whatever hour's necessary to accomplish the responsibilities and duties of their position; hours worked over 40 hours per week earn comp time. Work hours may include nights, weekends, and holidays as required for court appearances, case consultation, and obtaining non-secure custody orders for children or emergency protective orders for adults alleged to be abused, neglected, dependent or exploited. The employee is required to assist in the operation of a community shelter in the event of an emergency.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have knowledge of case, statutory, common law and regulations; working knowledge of judicial procedures and Rules of Evidence. Must be able to prepare complex cases for trial; to litigate in district and superior courts; prepare appeals briefs and argue cases in the North Carolina Court of Appeals and the North Carolina Supreme Court. Must be able to communicate clearly and professionally (written and oral), to hand adversarial trials, and to effectively maintain a large case load.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from a recognized school of law. Membership in good standing in the North Carolina State Bar as a licensed practicing attorney.

APPLICATION PROCESS:

All applications must include a signed State Application for employment (PD 107 located on the Ashe County website), a cover letter, resume, and a copy of transcript from the institution where the applicant received the highest degree. An official transcript will be required upon employment.

Completed applications must be submitted to the Ashe County Department of Social Services. Applications may be dropped off in person or mailed to, 150 Government Circle, Suite 1400, Jefferson, NC 28640 (Attn: Joshua Poe); by fax to Joshua Poe at 336-846-5779 or email applications to joshuapoe@ashecountygov.com prior to the 11:00 a.m. deadline on March 16, 2021. Any questions please contact Joshua Poe at 336-846-5702.

Incomplete applications or applications received after 11:00 am on March 16, 2021 will not be accepted. Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office; therefore, persons who submit incomplete applications may not receive full credit for their education, training, and experience. Verification for education and work experience is taken solely from information listed on the application Form PD-107. Applicants will not automatically be given credit based on their position title.

SELECTION PROCESS:

Selection will include use of a structured interview to select the best applicant for the position. Applications are rated by the State Personnel Division for training and experience. Candidates will be subjected to a background check and drug screening.

ATTORNEY SUPPLEMENTAL QUESTIONS: Please email your responses to joshuapoe@ashecountygov.com

1. Please state the areas of law in which you are most proficient (Ex. family law, real estate, etc.)
2. Please state areas of litigation experience.
3. Are you a member, in good standing, with the NC State Bar? If yes, please provide your license number.
4. Do you have experience working in a Department of Social Services?

ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER