



HAYWOOD COUNTY
DEPARTMENT OF SOCIAL SERVICES
JOB VACANCIES

POSITION: ATTORNEY I
APPLY BY: 5:00 P.M on FEBRUARY 15TH, 2010

SALARY: \$58,245.17-\$80,000.00 GRADE: 79
POSITION # 187-14-100

PRIMARY PURPOSE OF ORGANIZATIONAL UNIT: The Legal Division provides legal representation, counsel, training and support to the Department. The Agency Attorney works with all areas within the agency providing legal interpretation of statutes, guidelines, policies and legal documents; advises on litigation and Human Resource matters; and represents the County or Agency in court. Ninety (90%) of the matters arise in four areas within the Department: Child Protective Services, Child Support, Adult Protective Services and Legal Training and Document Interpretation.

PRIMARY PURPOSE OF THE POSITION: The employee in this position performs a variety of professional legal work for the Department. The work involves preparing cases associated with the Department for trial and presenting these cases in court. Additional responsibilities include drafting court orders, preparing legal documents, participating in required pretrial conferences, consultation and training to Social Work staff and providing legal advice to the Director of Social Services. This employee serves in a leadership capacity on committees.

KNOWLEDGES, SKILLS and ABILITIES: Thorough knowledge of state and federal law and regulations pertaining to County government and family law, juvenile law, child support, elder law, personnel and torts among other. Thorough knowledge of the functions and powers of the Board of Commissioners and Social Services Board. Knowledge of case, statutory, regulatory and common law. Knowledge of judicial and quasi-judicial procedures regarding the rules of evidence. Knowledge of the rules of evidence. Ability to perform legal research in accordance with initial guidance as to methods of approach, source materials available, and policy and precedent of the office. Ability to understand and interpret constitutional provisions, statutes, administrative regulations and 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 maintain effective working relationships. General knowledge of County government structures and operations. Ability to organize and prepare an extremely large number of cases for trial. Ability to communicate effectively with citizens, employees and County officials in oral and written form. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to manage a large court docket of cases. Ability to manage support staff.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: Graduated from a recognized school of law. Considerable experience in the general practice of law with at least two years of actual litigation and trial experience. Graduation from an accredited school of law. **Prefer experience in Family, Juvenile or DSS law.**

TRAINING/EXPERIENCE: Experience with Windows and Excel preferred.

ADDITIONAL REQUIREMENTS: Must have NC Driver's license and access to a vehicle. Must have license to practice law in the State of North Carolina.

COMPLETION OF APPLICATION: Applicants will be given credit only for information provided in response to the announcement. **Applicants should request a continuation sheet to record additional work experience on the application. Resumes may be attached to the application but will not be accepted without the completed application. Applicants should include at least ten (10) years of work experience on the completed application (if applicable.)** 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. Applicants will not automatically be given credit based on their position or title.

SUBMIT NCPD-107 TO THE ATTENTION OF : **KATHI MCCLURE
HAYWOOD COUNTY DSS
486 EAST MARSHALL STREET
WAYNESVILLE, NC 28786**

The campus of Haywood County DSS is a tobacco free facility. Employees may use tobacco only at the designated areas off the grounds of the building.

*****THE SUCCESSFUL CANDIDATE WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.*****

IMPORTANT NOTICE

- A SEPARATE APPLICATION IS REQUIRED FOR EACH VACANT POSITION.
- RESUMES ARE NOT ACCEPTED IN LIEU OF A COMPLETED APPLICATION.
- RESUMES SUBMITTED IN ADDITION TO A COMPLETED APPLICATION WILL NOT BE USED IN THE EVALUATION OF AN APPLICANT'S QUALIFICATION FOR THE POSITION.
- NO UNSOLICITED REFERRALS FROM PRIVATE EMPLOYMENT AGENCIES WILL BE ACCEPTED.
- DUE TO THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, WE HIRE ONLY CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES.
- VETERANS PREFERENCE WILL BE GIVEN TO VETERANS WHO WERE HONORABLY DISCHARGED BEFORE MAY 7, 1975. WIVES OF SERVICE-CONNECTED DISABLED VETERANS AND WIDOWS OF THESE VETERANS WILL ALSO BE GIVEN PREFERENCE.
- THE VETERANS OR THEIR WIVES WILL BE REQUIRED TO PROVIDE VERIFICATION OF THEIR DISCHARGE (FORM DD-214).