**POSITION:** SOCIAL SERVICES ATTORNEY II  
**ANNOUNCEMENT DATE:** 12/15/2017  
**DEADLINE FOR RECEIPT OF APPLICATIONS:** 1/5/2018 @ 5:00PM, APPLICATIONS AFTER THIS CLOSING DATE WILL NOT BE ACCEPTED.

**STARTING SALARY:**  
GRADE 81  
Starting Salary  
Range: 74,534.00-118,509.00

**RESPONSIBILITIES:** The Social Service staff attorney provides supervision of all legal services of all types to the Lee County Department of Social Services. This position will be responsible for supervising provision of legal services to the child welfare social work units, adult protective services unit, all economic services programs (Medicaid, FNS, Work First, Child Care, and NEMT), fraud, agency administration and Lee County Social Service Board on personnel and liability matters. The Attorney II will also be responsible for the consultation/recommendations of performance evaluations, discipline recommendations, caseload assignment, training and professional development of assigned staff. Work Schedule will be normal working hours of 8:00am to 5:00pm., Monday through Friday. This position may require after hours consultation, usually via phone or email.

**KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of principles and practices of local, State and Federal laws as they apply to social welfare and county government. Thorough knowledge of the principals and procedures of civil & criminal law and rules of evidence, especially as related to County government and family law, juvenile law, child support, elder law, personnel and torts among others. Thorough knowledge of the general functions, structure, operations and administrative activities of a county department of social services. Ability to analyze, appraise, and apply legal principles, facts and precedence to legal problems. Ability to efficiently gather facts by interview and investigation. 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. Ability to perform legal research in accordance with 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. Ability to organize and prepare an extremely large number of cases for trial and manage a large court docket of cases. Ability to prepare legal documents such as discoveries, neglect/abuse petitions, orders, appeals and various other legal documents to initiate Family Court intervention. 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.

Applicants for attorney position are asked to provide their licensing information.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:** Graduation from an accredited law school and licensure to practice law in the state of North Carolina with three years of progressively responsible professional legal representation, with Social Service representation preferred.  
**Additional Requirements:** NC Driver’s License, background check will be checked before hire, along with Responsible Individual Registry check. Employees may be called upon in case of disaster, either natural or man-made, to serve the citizens of Lee County. This service, if required, will take precedence over duties described in this position vacancy announcement.  
**HOW TO APPLY:** A State PD107 application with PD 107 continuation sheet for additional employment is required and may be obtained online and submitted to the Lee County Social Services P.O. Box 1066, Sanford, and N.C.. A resume maybe submitted with PD107 but all information must be on PD107 to be considered. The PD 107 must be completed in its entirety or application will be deemed as incomplete and not accepted for consideration.  

Pre-employment drug screening required

**AN EQUAL OPPORTUNITY EMPLOYER**