



**STANLY COUNTY
DEPARTMENT OF SOCIAL SERVICES**

1000 NORTH FIRST STREET, SUITE 2
ALBEMARLE, NORTH CAROLINA
28001

WWW.STANLYDSS.COM

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DIRECTOR**

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CPS FAX (704) 983-2724 •
FOSTER CARE/ ADULT SERVICES FAX (704) 986-7499

JOB OPPORTUNITY

POSITION: Human Services Attorney

LOCATION OF POSITION: 1000 North First St., Suite 2
Albemarle, NC 28001

SALARY RANGE: \$74,948 to \$112,420

POSITION AVAILABLE: August 1, 2022

KNOWLEDGES, SKILLS, AND ABILITIES: Serves the Department of Health and Human Services in the role of primary legal advisor and general counsel to DSS and the Health Department and its Board, Managers and Supervisors. Provides legal counsel for child protective services, foster care, adoption, adult protective services, child support enforcement cases, income maintenance fraud cases, personnel matters and all other legal proceedings. Provides training as necessary for staff in the area of effective testimony and court performance. Assists in the filing of petitions by reviewing or preparing all petitions to ensure legal requirements are met. Conferences with appropriate DSS staff before court on cases to be heard in court. Submits orders to the court within statutory time frames. Prepare court orders using the state's model court order to ensure all necessary language is included. Schedules hearings for cases within the guidelines established by state law and policy. Attends Permanency Planning, Human Services Board and other meetings as assigned or requested by the Director. Knowledge of judicial and quasi-judicial procedures and the rules of evidence. Ability to conduct civil and criminal litigation.

Serves the Health Department in the role of reviewing contracts and agreements and providing legal advice as it relates to public health laws, rules, and ordinances. Assists our governing board on public health rulemaking actions. Advises on any liability and HIPAA issues or concerns for the department.

Ability to interpret and apply constitutional provisions, statutes, administrative regulations, court decisions and other precedents. Ability to research and analyze facts, evidence and legal instruments. Ability to express conclusions and arguments clearly and logically in oral and written forms. Ability to establish and maintain an effective relationship with public officials, other departments, employees, and the general public. Ability to maintain effective working relationships with Board Officials, County Manager and department heads, judges, other attorneys and other employees. Ability to exercise sound judgment.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: Juris Doctorate from an accredited school of law and two (2) years of experience, or equivalent combination of education and experience.

NECESSARY QUALIFICATIONS: License to practice law in the State of North Carolina.

ADDITIONAL REQUIREMENTS: Must have valid NC driver's license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use, a criminal records check will be conducted and a driver's license check may be completed.

RECRUITMENT PERIOD: June 1, 2022 through June 30, 2022.

HOW TO APPLY: All applicants must apply through the NEO GOV website at <https://www.governmentjobs.com/careers/StanlyCounty> or the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. (704) 982-2183.

STANLY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.