



ADMIN FOR CHILDREN'S SVCS

Job Posting Notice

Job ID	499529	# of Positions	18
Business Title	Attorney Interne		
Civil Service Title	AGENCY ATTORNEY INTERNE		
Title Code No	30086	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 71,757.00 - \$ 71,757.00 (Annual)		
Work Location	150 William Street, New York N		
Division/Work Unit	Family Court Legal Svcs-Fcls		

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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Job Description

Family Court Legal Services (FCLS) is responsible for representing Children's Services in child neglect and abuse cases, permanency hearings and other child welfare proceedings in the New York City Family Courts. FCLS Attorneys work collaboratively with caseworkers and other child welfare stakeholders to further the agency's mission of helping children and families achieve safety, permanency and well-being.

Under direct and close supervision, specific duties will include:

- Work closely with Child Protective caseworkers to identify and analyze legal problems and issues.
- Draft legal documents, including pleadings, motions and memoranda of law and fact by following generally acceptable legal procedures, forms and techniques in order to meet agency needs, goals and objectives.
- Represent the agency in Family Court on all aspects of child protective proceedings and other judicial proceedings including juvenile delinquency and Close to Home matters.
- Interview witnesses and other relevant parties to the litigation to determine admissibility of various types of evidence.
- Prepare and maintain case files and documents in advance of court appearances.
- Conduct legal research and regularly review relevant case laws and regulations to support legal opinions.
- Counsel Child Protective caseworkers and agency case planners on issues relating to permanency and well-being of children in foster care.

Minimum Qual Requirements

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Sections 520.3 or 520.5) or admission to the New York State Bar.



Preferred Skills

The preferred candidates should possess the following: excellent written and oral communication skills, and knowledge and understanding of New York State child welfare laws.

May 2021 law school graduates must have passed the July 2021 UBE, and all components of the NYS Bar, including MPRE and NYLE. Candidates who graduated law school prior to May 2021 should be admitted to the NYS Bar or have an application pending.

Additional Information

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

The City of New York and the Administration for Children's Services are Equal Opportunity Employers Committed to Diversity.

To Apply

Click "Apply Now" button

Work Location

- 150 William Street, New York NY
- 151-20 Jamaica Avenue, Queens, NY
- 900 Sheridan Avenue, Bronx, NY
- 330 Jay Street, Brooklyn, NY
- 350 St. Mark's Place, Staten Island, NY

Residency Requirement

New York City Residency is not required for this position.

POSTING DATE

12/21/2021

POST UNTIL
