



Cleveland County

NORTH CAROLINA

POSITION VACANCY ANNOUNCEMENT CLEVELAND COUNTY GOVERNMENT

It's a great time to be a Cleveland County Employee. We offer competitive wages, exceptional benefits and work that matters!

Full Time Employee Benefits Include:

- Health Plan with \$0 Employee only Premium
- HSA Dollars up to \$1,100
- Direct Dental Reimbursement Plan
- Employee Wellness Center
- Primary Care Clinic
- Health Department Pharmacy
- Local Government Retirement Plan
- 6% 401-K/457 Retirement Plan
- Vacation, Sick, Comp & Petty Leave
- Holiday Pay
- YMCA Membership Discounts
- Wellness Programs
- Tuition Reimbursement
- Optional Supplemental Benefits



Position # 011.506.0057

**Staff Attorney
With
Cleveland County Department of Social Services**

COMPENSATION: \$78,746 - \$102,369 (Compensation will be based on experience)

CLOSING DATE: June 17, 2024

JOB DESCRIPTION:

The primary responsibility of this position is to serve as legal counsel and provide a full range of legal services for cases associated with the Department of Social Services of Cleveland County. Work is performed and supervised under the Director of Social Services or their designee. The normal work schedule includes 8:00 a.m. until 5:00 p.m., Monday through Friday, however the employee may be required to work after-hours and weekends if the need arises.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTION:

Prepare for and conduct complex courtroom and administrative litigation, negotiate settlements, and prepare legal opinions on rules and operations of the Social Services Division.
Manage juvenile court caseload or child support and adult welfare court caseload.
Provide backup for other County DSS attorneys in all courts in which Social Services are involved.
Prepare for and conduct complex appellate litigation.

Prepare legal documents such as petitions, motions, and appeals.
Draft court orders and/or oversee the drafting of orders by Paralegal staff.
Provide training to staff regarding court processes/procedures.
Assist Director in policy development and training of employees within the Department.
Provide legal advice to Social Services Advisory Board.
Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of case, statutory, regulatory, and common law. Considerable knowledge of judicial and quasi-judicial procedures and the rules of evidence. Ability to conduct civil or criminal litigation. Ability to interpret and apply constitutional provisions, statutes, administrative regulations, court decisions, and other 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.

MINIMUM EXPERIENCE & EDUCATION:

Graduation from a recognized school of law and at least one (1) year of professional legal experience; or an equivalent combination of training and experience.

Must possess a license to practice law in the state of North Carolina.

PHYSICAL REQUIREMENTS:

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions, and occasionally requires standing, walking and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, work requires operating machines and observing general surroundings and activities; work is generally in a quiet location (e.g., library, private offices).

SPECIAL REQUIREMENTS:

None

By General Statute 166A-19.3, Departments of Health and Human Services are agencies that are a part of the State Emergency Response Team for occurrences or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military, paramilitary, terrorism, weather-related, public health, explosion-related, riot-related cause, or technological failure or accident, including, but not limited to, a cyber incident, an explosion, a transportation accident, a radiological accident, or a chemical or other hazardous material incident. In the event that the State Emergency Response Team is activated, this position will be required to participate if deemed necessary.

APPLICATION PROCESS: All applications must complete and submit an online application form at www.clevelandcounty.com by the closing date.

SELECTION PROCESS: Selection will be by structured interview. Applications will be reviewed to select the best qualified applicants for admission to a structured interview.

This publication lists positions for which applications are currently being accepted. Applications received after the closing date will NOT be accepted. As a condition of employment, individuals hired by the County are required to present proof of identity and legal eligibility to work in the United States before they can begin work. To ensure the County's commitment to serve its citizens as efficiently as possible, the County will require, as part of the pre-employment screening into all full and part time positions and PRIOR to an official offer being made for employment, a drug test to provide a drug-free environment in which to work, a criminal history check, and a driver's license check, if applicable. Cleveland County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Cleveland County is an Equal Opportunity Employer.

Human Resources

**P.O. Box 1210 • SHELBY, NC 28151
PHONE 704.484.4833 • FAX 704.484.4762**