

**EXECUTIVE ADMINISTRATIVE ASSISTANT
TO THE ASSIGNED COUNSEL ADMINISTRATOR**

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position provides high-level administrative support to the Broome County Assigned Counsel Program, the Assigned Counsel Administrator, and Deputy Administrator. Responsibilities involve assisting the Administrator with budget development, processing claims, collecting, and maintaining data, preparing reports, assisting panel attorneys with eDiscovery management, and overseeing the electronic vouchering system. The work is performed under the general supervision of the Assigned Counsel Administrator with leeway allowed for the exercise of independent judgment in performing assigned responsibilities and tasks. Supervision is exercised over lower-level clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects data and prepares reports for submission to the New York State Department of Indigent Legal Services (ILS) and Broome County Administration regarding the implementation of the Assigned Counsel Program funding source(s);

Has frequent contact with the ILS staff to operationalize data requirements, coordinate grant budgets, and process reimbursement claims for program expenditures;

Assists assigned 18-b panel attorneys with receiving, recording, retrieving, and organizing various forms of discovery in criminal matters via the Assigned Counsel Program's case management program/system;

Organizes the Attorney Panel Review schedule;

Processes new attorneys, sets up interviews, and obtains necessary documents;

Assists in the processing of attorney panel applications and recertifications;

Works with the Administrator to monitor caseload standards for assigned 18-b panel attorneys in all criminal matters;

Tracks grant-related expenditures from the program's funding streams;

Manages the day-to-day operations of the Assigned Counsel Program;

Prepares and maintains a variety of correspondence, records, and reports;

Maintains logs and other controls of source materials associated with data input, output, and formal format;

Prepares and submits all required reporting/filing for grant compliance and reimbursement;

**EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE ASSIGNED COUNSEL
ADMINISTRATOR-cont' d**

Establishes and maintains confidential and general office files;
Trains and supervises all lower-level clerical staff;
Explains established program policies and procedures to the
general public/clients;
Collects budget-data and prepares budget reports as directed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL
CHARACTERISTICS:**

Thorough knowledge of general legal principles, practices, and
procedures;
Thorough knowledge of office procedures, terminology and
equipment;
Thorough knowledge of business arithmetic and English;
Good knowledge of the organization, functions, policies and
regulations of the program;
Ability to plan, assign, review, and supervise the work of
others;
Ability to handle complex administrative details independently,
including the composition of letters and memoranda,
preparation and maintenance of a variety of reports and
data;
Ability to prepare and maintain sensitive materials;
Ability to understand and carry out complex oral and written
instructions;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain cooperative relations with the
public, and governmental and private agencies;
Ability to operate an alphanumeric keyboard such as a
typewriter, word processor or personal computer at an
acceptable rate of speed;
Ability to perform close, detail work involving considerable
visual effort and strain;
Integrity;
Confidentiality;
Good judgment.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State
registered college or university with an Associate's degree
and three years of clerical experience in an office

**EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE ASSIGNED COUNSEL
ADMINISTRATOR-cont' d**

Setting that included working in eDiscovery software programs and/or case management software programs; OR

B) Graduation from high school or possession of an equivalency diploma and five years of clerical experience in an office setting that included working in eDiscovery software programs and/or case management software programs; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above

10/14/22