

## **ASSIGNED COUNSEL ADMINSTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative and supervisory position that involves responsibility for planning, developing, evaluating and administering a comprehensive Assigned Counsel Program. The position involves responsibility for administering the Broome County Article 18B Assigned Counsel program. The incumbent in this class has responsibility for the overall oversight of the Broome County Assigned Counsel Program ("ACP"), including supervising the implementation of the ACP, acting as a liaison between the ACP and others, including various agencies, the Courts, the State and other municipalities and entities, reviewing and approving eligibility of applicant attorneys for panel membership, supervising review and payment of vouchers submitted by panel attorneys, and attending meetings. The incumbent will also be working with the New York State Office of Indigent Legal Services (ILS) to implement programs under the expansion of the Hurrell-Harring settlement pursuant to Executive Law Section 832(4) including any reporting requirements and all other ILS standards, meeting with Magistrates and Courts to discuss the ACP, overseeing the training of panel attorneys, and coordinating grant applications and seeking additional funding for the ACP. The position is also responsible for preparing annual budgets for Indigent Legal Services Grant and for preparing and submitting New York State reports, including the New York State Unified Court System report for representation of Indigent Defendants. Work is performed under the general supervision of the Broome County Executive or his/her designee, with considerable leeway allowed for the use of independent judgment in carrying out the duties and responsibilities of the position. Supervision is exercised over the work of staff assigned to assist in the performance of the duties of the incumbent. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Maintains a listing of attorneys who can be assigned to represent, when requested, indigent defendants and indigent persons eligible for assignment of counsel pursuant to New York State Family Court Act §262 and §1121, New York State Surrogate's Court Procedure Action §407, and New York State Correction Law § 6-C;

Assigns attorneys from the panel to represent individuals entitled to assigned counsel based on nature of legal problems and area of expertise of attorneys;

**ASSIGNED COUNSEL ADMINSTRATOR—cont' d**

Provides appropriate date to courts necessary for the conduct of the ACP;

Reviews and approves requests for expert witnesses, investigators and other services required by panel attorneys;

Assigns second chair counsel when appropriate;

Implements existing policies and procedures of the ACP, and makes recommendations for changes to policies for approval by the Broome County Bar Association, the Broome County Board of Legislators and ILS;

Keeps abreast of all policies and procedures as well as State and Federal laws and procedures;

Reviews and approves payment of vouchers for legal services rendered by panel Attorneys, and maintains records of payments;

Liaises with courts and the Broome County Bar Association regarding ACP requirements and programs;

Prepares and submits grant applications to ILS, and submits documents for grant reimbursement;

Coordinates Community Legal Education programs sponsored by the ACP;

Prepares, submits and maintains a variety of reports.

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

Thorough knowledge of preparing legal documents, briefs and presentations;

Good knowledge of administrative and governmental budgetary procedures;

Good knowledge of appropriate use of experts and investigators;

Ability to analyze, appraise, and apply complex legal principles, facts and precedents to legal problems;

Ability to establish and maintain effective working relationships with the public and the judiciary;

Ability to assign and supervise the work of others;

Ability to interpret complex legal documents;

Good professional and administrative judgement;

Initiative;

Tact.

**SUGGESTED MINIMUM QUALIFICATIONS:** Admission to the BAR in New York State and 4 years of experience in the practice of law.

**ASSIGNED COUNSEL ADMINSTRATOR-cont'd**

**SPECIAL REQUIREMENT:**

Juris Doctorate - Admitted to practice law in New York State.

**SPECIAL REQUIREMENT:** Incumbents in this position are required to be a legal resident of Broome County and to maintain residency within the County of Broome during their employment in the title.

**SPECIAL REQUIREMENT:** Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintained same while in the title.

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