

Jurisdictional Class: Non-Competitive for Oneida County Government Only
EEO Category: Professional
Revised: 10/29/2020

ASSIGNED COUNSEL PLAN ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this class is responsible for the overall oversight of the Oneida County Assigned Counsel Program (“Plan”), including supervising the implementation of the Plan; acting as a liaison between the Plan 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; attending meetings; 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 §832(4) including any reporting requirements and all other ILS standards; meeting with magistrates and courts to discuss the Plan; overseeing the training of panel attorneys; and coordinating grant applications and seeking additional funding for the Plan. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Keeps 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 Act § 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;

Provides appropriate data to courts necessary for the conduct of the Plan;

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

Assigns second chair counsel when appropriate;

Coordinates and implements the Plan Mentor Program;

Implements existing policies and procedures of the Plan, and makes recommendations for changes to policies for approval by the Oneida County Bar Association, the Oneida 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 Oneida County Bar Association regarding plan requirements and programs;

Prepares and submits grant applications to ILS; reviews and submits documentation for grant reimbursement;

Coordination of Continuing Legal Education programs sponsored by the Plan;

Keeps records, prepares and submits all necessary reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the principles and practices of state and federal law and procedures pertaining to criminal, family and surrogate courts; comprehensive knowledge of states and federal rules of evidence; thorough knowledge of the conduct of all phases of trials of criminal and civil cases; thorough knowledge in

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (cont'd): 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 principals, facts and precedents to legal problems; ability to establish and maintain effective relationships with the public and the judiciary; command of oral and written communication.

MINIMUM QUALIFICATION: Admission to the Bar of New York State **AND** ten (10) years of experience in criminal or family court practice.

SPECIAL REQUIREMENTS:

1. Must be a legal resident of Oneida County. Residency must be maintained throughout appointment.
2. Must possess good standing with the Appellate Division. Good standing must be maintained throughout appointment.
3. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

Adopted: 10/03/2019
Revised: 10/29/2020