

Civil Division: Oneida County Government
Jurisdictional Class: Pending Jurisdictional Classification
EEO Category: Administrator
Adopted: 05/17/2018

CIVIL DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional legal position in the Oneida County Office of the Civil Defender involving supervisory level work including but not limited to directing, planning and coordinating of defense services. The work includes issuing assignments, directing, encouraging, and assisting staff in accomplishing objectives. The work involves surrogate and family court cases as well as public relations duties of the Office of the Civil Defender. Supervision and training is exercised over the work of all Assistant Civil Defenders and other professional and support personnel employed by the Office of the Civil Defender. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and schedules the activities and assignments of Assistant Civil Defenders and support personnel;
Develops and conducts appropriate training programs for professional and support staff;
Acts as the liaison between the Office of the Civil Defender, media, community and legal organizations;
Establishes and maintains policies and procedures for the maintenance of client records and files;
Reviews client files for compliance with division policies and procedures;
Receives, reviews and determines applications regarding financial and statutory eligibility for indigent legal service;
Prepares and maintains the budget;
Maintains and prepares records and reports;
Keeps abreast of all policies and procedures as well as State and Federal civil laws and procedures;
Interviews, evaluates, and hires Assistant Civil Defenders and support personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the principles and practices of state and federal law and procedures pertaining to surrogate and family court; comprehensive knowledge of the state and federal rules of evidence; thorough knowledge of trials of civil cases; thorough knowledge in preparing legal documents, briefs, and presentations; ability to analyze, appraise and apply complex legal principles, facts and precedents to legal problems; ability to plan and supervise the work of others; ability to establish and maintain an effective relationship with the public, the judiciary and employees; command of oral and written communication.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited law school and admission to the Bar of the State of New York **AND** four (4) years post-Bar admission experience in the practice of law **AND** registration with the New York State Office of Court Administration.

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SPECIAL REQUIREMENTS:

1. Admission to the Bar of the State of New York at the time of appointment. Responsible for maintaining good standing with their Appellate Division of admission including the mandatory continuing legal education (CLE) requirements set forth by the Office of Court Administration, the true and accurate reporting and timely filing of the New York State Attorney Registration Form and the prompt payment of the biennial attorney registration fee.
2. Must show proof of current registration with the New York State Office of Court Administration and a Certificate of Good Standing to practice law from the Appellate Division at time of appointment and remain current and in good standing throughout appointment.
3. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

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