

Civil Division: Oneida County Government
Jurisdictional Class: Pending Jurisdictional Classification
EEO Category: Professionals
Adopted: 08/24/15

DIRECTOR, IMMIGRATION ASSISTANCE CENTER (IMMIGRATION)

DISTINGUISHING FEATURES OF THE CLASS: The Director, Immigration Assistance Center (Immigration) is one of two co-directors of the Region #2 Regional Immigration Assistance Center in the Public Defender's Office. The incumbent in this position is primarily responsible for analyzing criminal and Family Court cases involving non-citizens represented by public defenders and assigned counsel in Region #2 and advising them of the possible adverse immigration consequences of a criminal conviction or Family Court disposition. The Director (Immigration) is responsible for consulting and collaborating, either generally or specifically as each case may require, with the Director (Criminal) in the preparation of advisals regarding these cases for public defenders and assigned counsel. Advisals are plea consults and strategies advising the requesting legal defense service provider of the possible adverse immigration consequences of a criminal conviction or Family Court disposition and proposing possible strategies and alternative dispositions to avoid an adverse immigration outcome. The incumbent or Co-Director (Criminal) is required to be available for consultation with indigent defense providers in Region #2 on a 24-7 basis. The work is performed under the administrative supervision of the Oneida County Public Defender, Criminal Division, with some leeway allowed for the exercise of independent judgment in carrying out the details of the work. Direct supervision is exercised over Paralegal Assistants. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares plea consults and strategies for assigned counsel and public defenders;
Consults with the Public Defender, the New York State Office of Indigent Legal Services (ILS) and others in order to provide supervision, support or services to the Center;
Develops immigration service plans and protocols;
Provides fundamental trainings and ongoing professional development for indigent defense providers;
Creates uniform intake forms, checklists and documentation protocols for data collection and case tracking;
Develops an initial needs assessment and periodic reassessments of the immigration service plan;
Creates a presence on social media including, but not limited to, a website providing contact information and other pertinent information relating to the Center's mission and goals;
Collaborates and cooperates with other regional immigration centers to establish protocols for identifying conflicts of interest and developing guidelines for handling conflict cases;
Develops and creates a library and on-line directory of necessary immigration resources, reference books, checklists, charts and practice advisories;

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TYPICAL WORK ACTIVITIES: (continued)

Prepares reports, recommendations, evaluations and other documents as requested or required by the Oneida County Public Defender, ILS or other organizations or agencies providing supervision, support or services to the Center;
Acts as liaison with the indigent service providers;
Works with the legal service providers in the region to locate suitable training facilities and establish training schedules;
Develops and maintains lists of the names and addresses of immigration and refugee organizations in the region and such other data and information deemed useful and necessary to the operation of the Center;
Develops and maintains current lists of assigned counsel members and public defenders in the region;
Keeps abreast of changes, amendments, practice advisories, alerts and new developments and cases relating to immigration law and the consequences of criminal or Family Court dispositions on immigration status;
Attends training sessions offered by the Public Defender, ILS or other organizations or agencies providing supervision, support or services to the Center;
Performs such other duties and obligations as requested by the Public Defender.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of immigration law, regulations and proceedings including but not limited to issues involving deportation, removal, apprehension and detention, citizenship, naturalization, visas, refugee and asylum status, resident status, exclusion, immigration appeals, registry and resettlement; ability to establish and maintain friendly, cooperative relations with other governmental departments, agencies, employees, attorneys and clients; ability to effectively communicate and train other attorneys and other persons involved in providing immigration assistance; ability to perform accurate detailed work with reports, records and other data; ability to communicate both orally and in writing; ability to maintain a strict code of confidentiality; mental alertness; good judgment; accuracy; integrity.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Doctoral degree in Law (J.D.); **AND** ten (10) years of experience in the public and/or private practice of law, concentrating or specializing in the practice of immigration law.

Note: Additional experience in either criminal law or Family Court is preferred, but not required.

SPECIAL REQUIREMENTS:

1. Admission and good standing to the Bar of the State of New York at the time of appointment.
2. Must possess a valid New York State driver's license at the time of appointment, and must maintain license throughout appointment.