

## ADMINISTRATOR-OFFICE OF ASSIGNED COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Board of Directors, the incumbent of this class oversees management and operations of the Office of Assigned Counsel pursuant to Chapter 186 of the Laws of Westchester County. In consultation with the New York State Office of Indigent Legal Services, this position is appointed by the Westchester County Assigned Counsel Board of Directors subject to the approval of the County Executive and confirmation by the Board of Legislators for a four-year term subject to reappointment. Responsibilities include: administer an Assigned Counsel Program in the County; establish protocols and policies for maintaining a panel of attorneys for assignment to indigent public defense clients in the criminal and family courts; ensure the provision of professional, skilled, ethical and client centered legal representation of such indigent public defense clients in compliance with the Standards for Establishing and Administering Assigned Counsel Programs promulgated by the New York State Office of Indigent Legal Services. Supervision is exercised over professional and clerical employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Administers the Office of Assigned Counsel;

Maintains a panel of attorneys eligible to receive assignments for indigent representation based upon sufficient knowledge and experience;

Develops and monitors program policies, standards and operational procedures of the Assigned Counsel Program regarding qualifications for appointment to the panel of attorneys to represent indigent clients, recruitment of attorneys to serve on the panel, limitations on attorney caseloads, guidelines for the administrative responsibilities of panel attorneys and supervision and review of attorney caseloads and quality of legal representation;

Makes determinations on applications for certification to the panel of attorneys based upon recommendations from the person or organization tasked with review of certification or recertification applications;

Ensures adequate attorney participation on the panel and training for assigned counsel, including assignment of a mentor for all newly assigned panel attorneys;

Oversees coordination of panel attorneys to implement a prompt process for assignments matching client needs to attorney ability, training and experience;

Reviews all vouchers for services provided through the Assigned Counsel Program;

Prepares an annual budget proposal for review by the Board of Directors and submission to the County Budget Office;

Establishes procedures for submission, investigation and resolution of any complaints;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Conducts a periodic evaluation and review of the Program budget and communicate the fiscal and programmatic needs of the program to the New York State Office of Indigent Legal Services to obtain state funding;

Prepares contracts for services required by the Assigned Counsel Program;

Attends meetings with the Board of Directors and provide periodic reports as requested;

Assists the Board of Directors with preparation of an Annual Report for submission to the County Executive and County Board of Legislators by December 31<sup>st</sup> of each year;

Approves requests from panel attorneys for use of funding for any non-attorney professional services such as investigative, expert witness, forensic expertise, social work, interpreter, mental health supervised visitation or any other professional service as required to provide quality representation;

Removes or suspends an attorney from the panel for cause, in compliance with established procedures, County laws, policies and practices;

May perform other incidental tasks as needed, in support of the Office mission.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of criminal law and procedure; comprehensive knowledge of federal, state and municipal laws, particularly concerning criminal law and family law; skill in the representation of criminal defendants and/or adults in Family law matters; skill in establishing and maintaining effective professional relationships; strong interpersonal and managerial skills; ability to analyze legal issues and identify significant cases and the skills required for effective professional representation; ability to manage and direct the work of legal office staff; sound professional judgment; commitment to quality; initiative; integrity; resourcefulness; dependability; physical condition commensurate with the requirements of the position.

DESIRED TRAINING AND EXPERIENCE: A Law Degree\* and a minimum of ten years of experience in the practice of law involving criminal and/or family law matters, three years of which must have included administrative experience .

SPECIAL REQUIREMENT: Admission to the Bar of the State of New York at least ten years prior to appointment.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Office as a post-secondary, degree-granting institution.

West. Co.  
J. C.: Pending  
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Job Class Code: E0979  
Job Group: E19