

## DIRECTOR OF PROGRAM DEVELOPMENT II (OAC TRAINING)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Administrator and Deputy Administrator, the incumbent of this position is responsible for planning developing and implementing a training (Continuing Legal Education "CLE") program and policies and procedures related thereto. Planning, developing and implementing a mentorship and Second Seat program. These programs are designed to ensure that less experienced attorneys are paired with seasoned and experienced criminal defense attorneys to provide effective legal representation. The incumbent will promote the awareness of resources available to attorneys in different areas such as forensic, scientific and new emerging technologies to optimize legal representation. The incumbent will design and provide an in-house library of written documentation such as prototype memoranda, appeal letters and motions for attorneys to use in preparing their own cases. Supervision may be exercised. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops and implements a program of training sessions for panel attorneys to enhance the quality of legal representation;

Works with senior staff in developing polices related to training and training requirements;

Develops and implements a mentorship program designed to pair highly experienced panel attorneys specializing in criminal law with less experienced panel attorneys;

Develops and implements a Second Seat program designed to pair highly experienced panel attorneys specializing in criminal law with less experienced panel attorneys;

Promotes the value of non-attorney experts including forensic, scientific and new emerging technologies to optimize legal representation;

Researches and keeps abreast of the latest and relevant legal materials and/or cases in the areas of new emerging technologies such as DNA, digital forensics and cybersecurity to provide effective legal representation;

Designs and provides an in-house library of written documentations such as prototype memoranda, appeal letters and motions for attorney access;

Responsible for providing periodic updates on issues relevant to panel attorneys and their clients;

Makes recommendations to executive staff on issues related to the mentorship and training programs;

Oversees the training budget, monitors expenditures and directs the disbursement of training funds to ensure effective use of resources;

Develops and implements policy regarding the use of grant funds for training and for the use of experts and the mentor and second chair program;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications and other automated systems such as spreadsheets, word processing, calendar, email, and database software in performing work assignments;

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of state criminal law and practice, including trial work; thorough knowledge of the principles, practices and techniques of developing and implementing mentorship programs for panel of attorneys; thorough knowledge of criminal law and procedure; skill in the development of forensic, scientific and digital technology resources to ensure high quality legal representation and prevent wrongful convictions; thorough knowledge of the departmental policies as they relate to operations of the Office of Assigned Counsel pursuant to Chapter 186 of the Laws of Westchester County; ability to plan and develop curricula and to integrate training programs; ability to write clear and accurate reports; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a school of law with a LL.B.\* or J.D.\* degree and minimum of six years of experience in criminal law, which must have included experience conducting hearings and trials.

SPECIAL REQUIREMENTS: (1) Admission to the Bar of the State of New York at least six years prior to appointment. (2) Possess and maintain a valid New York State Driver's License at time of 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: E0992  
Job Group: XIV