

ASSIGNED COUNSEL DEPUTY ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position will work directly with the Assigned Counsel Administrator to provide general oversight for and the supervision of the Broome County Assigned Counsel Program's (BCACP) panel attorneys in connection with criminal case assignments. The Deputy Administrator also has responsibility for assisting in the professional development of the BCACP panel attorneys through training and mentoring. Work is performed under the general supervision of the Assigned Counsel Administrator with considerable latitude for the use of independent judgment in carrying out the duties and responsibilities of the position. Supervision is exercised over the BCACP panel attorneys. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides support directly to panel attorneys in connection with criminal case assignments by evaluating and responding to the BCAP panel attorneys needs and identifies necessary resources to address said needs with the goal of improving client representation;

Arranges and coordinates non-attorney professional services for use by panel attorneys;

Assists the Administrator with maintaining and supervising the BCACP Second Chair and Professional Development/Mentoring Programs;

Assists in the preparation of reports to be submitted to Indigent Legal Services (ILS), Broome County, and other agencies/entities associated with the BCACP and its funding;

Monitors case activity to ensure that panel attorneys adhere to caseload standards and best practices (e.g. occurrence of in-person and/or video-conference meetings, effective motion practice, and timely utilization of experts and investigators);

Represents BCACP at meetings with community, government, and professional associations;

Establishes and maintains cooperative and supportive relationships with relevant personnel in county and state agencies and among community-based stakeholders;

Oversees attorney recertification and Continuing Legal Education (CLE) programs to include development of training opportunities for panel attorneys and monitors compliance with CLE requirements to ensure panel

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attorneys are adhering to New York Rules of Professional Conduct and ILS standards;

Maintains a complaint and conflict resolution process by and among clients, the courts, and panel attorneys through which the BCACP can respond to and address client, community, staff, and court operational concerns and needs, including but not limited to, the resolution of court-based issues such as court production of clients, case assignment inequities, attorney tardiness, staffing allocations, etc. and to investigate any complaints filed against panel attorneys;

Implements key strategies, evaluates new policies, and analyzes new legislation;

Prepares and delivers written and oral presentations to local, county, and state officials, and other key stakeholders.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of preparing legal documents, briefs and presentations;

Thorough knowledge of the methods of supervision and management;

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 principles, facts and precedents to legal problems;

Ability to establish and maintain effective working relationships with the public and the judiciary;

Ability to assign and supervise the work of others;

Ability to interpret complex legal documents; Good professional and administrative judgement;

Ability to work independently and cooperatively;

Self starter;

Initiative;

Tact.

MINIMUM QUALIFICATIONS:

Duly licensed to practice law in the State of New York and four (4) years of experience in the practice of law.

SPECIAL REQUIREMENT: Juris Doctorate - Admitted to practice law in New York State.

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SPECIAL REQUIREMENT: Certificate of Good Standing must be submitted with application.

SPECIAL REQUIREMENT: Incumbents in this position are required to be a legal resident of Broome County and to maintain residency within the County of Broome during their employment in the title.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintained same while in the title.