

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: OFFICE OF ASSIGNED COUNSEL ATTORNEY FOR RESOURCES, CLE AND TRAINING

TITLE ABBREVIATION: OFF ASSIGN COUNS ATTY FOR CLE TRN **TITLE NO.:** 561310

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** PR **FLSA CODE:** PR **GRADE:** 25

DEPARTMENT: Office of Assigned Counsel

NATURE OF THE WORK: The position involves responsibility for specialized professional legal work for the County Article 18B Assigned Counsel program within the newly created Office of Assigned Counsel. The work is performed in accordance with established policies and procedures and involves assisting the Assigned Counsel Plan Administrator with the administration of the County Article 18B Assigned Counsel and Indigent Legal Services program.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class allocated to the competitive jurisdictional classification of the classified service. Under general supervision of the Assigned Counsel Plan Administrator, this position is responsible for specialized professional work in various legal matters with respect to County Law 18-b. Although the Assigned Counsel Plan Administrator is available for supervision, consultation and advice, considerable latitude is given for the exercise of independent judgment in assigned problems, matters and cases. Supervision is a component of the position.

TYPICAL DUTIES AND TASKS:

Assists with the review of applications from attorneys who wish to join the assigned counsel panel of attorneys;

Assists with the annual review and recertification of panel attorneys;

Assists with the implementation of the mentor program involving the pairing of newly admitted attorneys with experienced attorneys specializing in criminal law;

Assists with monitoring assignments to panel attorneys from Criminal Courts;

Assists with providing support to panel members as needed;

Serves as initial contact between panel attorneys through phone system or email on questions or concerns raised by panel members;

Ensures and monitors use of non-attorney supports, such as experts, investigators, and mitigation services by panel members;

-continued-

Assists attorneys in conjunction with the Office of Assigned Counsel Attorney for Forensics and in coordination with the Program Coordinator in making a connection with the appropriate expert for their case;

Coordinates and is responsible for properly procuring continuing legal education courses for the panel attorneys in conjunction with the Program Coordinator;

Assists with and/or conducts intensive, hands-on training sessions for panel attorneys in conjunction with the Administrator of the Office of Assigned Counsel;

Assists in preparing criminal updates for panel members;

Supervises the Summer Criminal Law program including the management of the hiring process and supervision of the interns in the program;

Uses computer applications or other automated systems such as word processing, spreadsheets, calendar, and e-mail in performing work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Penal Law, Criminal Procedure Law, and Family Court Act; good knowledge of state and local statutes; good knowledge of specialized legal problems and procedures; ability to bring court proceedings and to conduct comprehensive court actions; ability to present clearly and logically arguments of law both orally and in writing; ability to effectively use computer applications; ability to get along well with others; ability to maintain high levels of confidentiality on controversial cases; integrity and excellent judgment; tact and courtesy; sound professional judgment; ethical conduct in the practice of law; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Licensed and entitled to practice law in the state of New York and 10 years of experience in the practice of law. Must also have at least three years of service as an attorney in the Office of a County Attorney or City Corporation Counsel.