

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: CHIEF ASSISTANT ATTORNEY FOR THE OFFICE OF ASSIGNED COUNSEL

TITLE ABBREVIATION: CHF ASST ATTNY FOR OAC

TITLE NO.: 568840

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

GRADE: 27

DEPARTMENT: OFFICE OF ASSIGNED COUNSEL

NATURE OF THE WORK: Under the general supervision of the Administrator, this position is responsible for specialized professional work in various legal matters with respect to County Law 18-b including oversight of assigned counsel payments, planning and implementation of County budgeting, as well as the administration and implementation of the NYS Office of Indigent Legal Services (ILS) grants including program management and financial reimbursements. This position also includes assisting the Administrator in directing the Resources, CLE and Training Attorney, the Forensics and Expert Services Attorney, and the Appellate/Discovery Attorney to ensure the duties and responsibilities of County Law 18-b for the Office of Assigned Counsel, as set forth in the local law establishing the Orange County Office of Assigned Counsel, are effectuated.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class allocated to the competitive jurisdictional classification of the classified service. The position, under the direction of the Administrator of the Office of Assigned Counsel works to ensure the duties and responsibilities of County Law 18-b for the Office of Assigned Counsel, as set forth in the local law establishing the Orange County Office of Assigned Counsel, are effectuated. Although the Administrator is available for supervision, consultation and advice, considerable latitude is given for the exercise of independent judgment in assigned problems and matters.

TYPICAL DUTIES AND TASKS:

Assists the Administrator in evaluating the most cost-effective use of grant funds and eligibility to maximize benefits of grant funding to ensure compliance with the "Hurrell-Harring v. State of NY," 15 N.Y.3d 8, 20 (2010) settlement pursuant to New York State law and grant funding;

Assists the Administrator with directing attorneys who are engaged in providing legal assistance and program management of the 18-b Orange County Assigned Counsel Program including the Resources, CLE and Training Attorney, the Forensics and Expert Services Attorney, and the Appellate/Discovery Attorney;

Assists in reviewing for accuracy and completeness and subject to the approval of the Administrator, approves for payment the assigned counsel vouchers submitted by attorneys assigned to represent indigent clients;

Reviews legal work and remains current with criminal court, family court, and juvenile justice court statutes;

In conjunction with the Administrator, maintains a current list of attorneys on the Assigned Counsel Panel and provides the list to all courts within the County;

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Assists in developing policies and procedures for payment of assigned counsel vouchers;

Assists in preparing and submitting grant applications to the NYS Office of Indigent Legal Services;

Reviews grant related contracts and assists in the administration of approved grants;

Assists in reviewing and submitting documentation for grant reimbursement;

Assists in preparing and submitting the annual NYS Unified Court System Report of Representation of Indigent Defendants;

Assists in the preparation of annual budgets for both the Assigned Counsel Program and the Indigent Legal Services grant and monitors monthly;

In conjunction with the ILS Data Officer, provides appropriate data to courts necessary for the conduct of the Plan;

In conjunction with the Forensics and Expert Services Attorney reviews and approves requests for expert witnesses, investigators and other services required by panel attorneys;

Assists in coordinating and implementing the Plan Mentor Program along with the Resources, CLE and Training Attorney;

Implements existing policies and procedures of the Plan, and makes recommendations for changes to policies;

Keeps abreast of all laws, policies and procedures relating to the duties of the Office of Assigned Counsel;

Carries out such other duties in relation to the ILS grant program(s) as the Administrator may assign;

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

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the legal profession and its practices and procedures; thorough knowledge of local government structure, interdepartmental and interagency relationships; thorough knowledge of the local justice court system and County and Family Court system; working knowledge of grant administration; working knowledge of the principles and practices of budget preparation; working knowledge of personal computers, database, spreadsheet and word processing programs; skill and accuracy in the operation of an alphanumeric keyboard (speed not a factor); knowledge, skill and ability to manipulate a variety of different software packages (i.e., Microsoft Excel, Access and Word, e-mail, and web browsing); ability to manage multiple priorities and deadlines under pressure; ability to plan, assign, direct and review the work of others; ability to communicate clearly and concisely both orally and in writing; ability to reason quickly and logically and make snap decisions in stressful situations; ability to analyze and organize effectively; ability to establish and maintain good interpersonal working relations; ability to make logical, on the spot decisions regarding office policy; ability to maintain high levels of confidentiality on controversial cases; integrity and excellent judgment; tact and courtesy; physical and mental condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Licensed and entitled to practice law in the state of New York for ten (10) years with at least five (5) years of combined experience in the practice of Criminal Law including but not limited to the following: Assigned Counsel practice, private criminal practice, Legal Aid Society or Public Defender practice, or District Attorney's Office practice.

ADOPTED 5/10/25