

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: OFFICE OF ASSIGNED COUNSEL ATTORNEY FOR FORENSICS AND EXPERT SERVICES

TITLE ABBREVIATION: OFF ASSIGN COUNS ATTN FOREN EXPT **TITLE NO.:** 564660

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 development and implementation of a Forensic and Expert program designed to primarily assist 18-b assigned panel attorneys. The work is performed in accordance with established policies and procedures and involves assisting the Office of Assigned Counsel Administrator with the administration of the County Article 18B Assigned Counsel and Indigent Legal Services programs.

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 Administrator of the Office of Assigned Counsel ("OAC") and Deputy Administrator of the OAC, this position is responsible for assisting with scientific and technical issues, including DNA, chemical analysis, drug/alcohol effects and interactions, fingerprint interpretation, blood spatter evidence and other forensic legal issues. This OAC Attorney will also coordinate with the Attorney for Resources, CLE, and Training ("CLE Attorney") and Program Coordinator in assisting 18-b panel attorney make a connection with the appropriate expert for their case(s). This OAC attorney will also have primary responsibility for monitoring the assignments to panel attorneys from the Criminal Courts. Although the Administrator and Deputy Administrator are 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:

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

Creates and maintains qualified lists of non-attorney supports, such as experts, investigators, interpreters, and mitigation services for panel member;

Supports attorneys in making a connection with the appropriate expert for their case in conjunction with the Office of Assigned Counsel Attorney for Resources, CLE and Training and in coordination with the Program Coordinator;

Monitors assignments to panel attorneys from Criminal Courts;

Assists in the creation and management of the OAC Assigned Counsel Plan Handbook;

Assists with providing support to panel members as needed;

Assists the CLE Attorney in answering panel questions or concerns raised by panel members;

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

Carries out other such duties as the Administrator or Deputy Administrator may assign.

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 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