

ASSIGNED COUNSEL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering and implementing the County Article 18B Assigned Counsel Program. The incumbent performs tasks associated with the program including eligibility determinations, assignment of counsel and tracking of cases, financial management and overall records maintenance. The work is performed in accordance with guidelines provided by Article 18B of the County law. The Assigned Counsel Administrator reports to the County Executive. Supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Administers the Office of Assigned Counsel;

Maintains a panel of attorneys eligible to receive assignments for indigent representation based upon sufficient knowledge and experience;

Develops and maintains program policies, standards and operational procedures of the Assigned Counsel Program regarding qualifications for appointment to the panel of attorneys to represent indigent clients, recruitment of attorneys to serve on the panel, limitations on attorney caseloads, guidelines for the administrative responsibilities of panel attorneys and supervision and review of attorney caseloads and quality of legal representations;

Establishes separate qualifications for participating attorneys for misdemeanors, felonies, and Family Court matters, and thereafter develops panels of qualified attorneys for each;

Develops an application form for those attorneys wishing to participate in the panels;

Ensures adequate attorney participation on the panel and training for assigned counsel, including assignment of a mentor for all newly assigned panel attorneys;

Oversees coordinator of panel attorneys to implement a prompt process for assignments matching client needs to attorney ability, training and experience;

Develops invoicing standards and procedures for participating attorneys;

Coordinates with the Ulster County Bar Association and State Administrator;

Recruits and evaluates applicants, compiles panel lists and distributes lists to the judiciary;

Reviews all vouchers for services provided through the Assigned Counsel Program;

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Receives and reviews panelists' invoices prior to processing by the Ulster County Commissioner of Finance;

Prepares an annual budget proposal for review and submission to the County Budget Office;

Prepares and submits budget requests, modifications, and reimbursement requests for funding through the New York State Office of Indigent Legal Services;

Ensures the implementation of Hurrell-Harring settlement funds, including budgeting, expense tracking and reimbursement requests;

Establishes procedures for submission, investigation and resolution of any complaints;

Removes, or suspends an attorney from the panel for cause, in compliance with established procedures, County laws, policies and practices;

Arranges and schedules continuing legal education (CLE) events and other trainings for attorneys not yet qualified to participate, as well as ongoing education for participating attorneys;

Tracks training of participating attorneys to ensure compliance with Program requirements;

Evaluates the efficiency and effectiveness of the Program and provides a written report to the County Executive;

Attends appropriate meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the legal profession and its practices and procedures in New York State; thorough knowledge of local government structure, interdepartmental and interagency relationships; thorough knowledge of the local justice court system and County and Family Court system; ability to analyze and organize effectively; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare reports; ability to establish and maintain good interpersonal working relations; ability to maintain high levels of confidentiality on controversial cases; initiative; tact; good judgment.

MINIMUM QUALIFICATIONS: Duly admitted to the New York State Bar and licensed to practice as an attorney in the State of New York and ten years of experience in the practice of law involving criminal and/or family law matters, three years of which must have included administrative experience.

ULSTER COUNTY
0250 AS COUN AD
Classification: Non-Competitive
NUMGT

Adopted: January 29, 2020
Revised: July 9, 2020
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