

## **ASSIGNED COUNSEL ADMINISTRATOR (PT)**

**JOB CODE:** 2033  
**DEPARTMENT:** Tioga County – Treasurer's Office  
**CLASSIFICATION:** Non-competitive  
**SALARY:** Non-union  
**ADOPTED:** Reso. 346-13; Revised 1/20, Tioga Co. Personnel & Civil Service

**\*PUBLIC OFFICER, no term**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for administering the County Article 18B Assigned Counsel program and for administering the Indigent Legal Services grant program. The incumbent reviews and approves for payment all vouchers submitted by Attorneys who have been assigned by the County or Family Court or local criminal courts or the Appellate Division to represent indigent clients under County Law Article 18B. The Assigned Counsel Administrator submits and administers the Indigent Legal Services grants that provide the funding for the Assigned Counsel office, part of the salary of the Family Court Public Defender and for training, investigators, transcripts and other needs of the Attorneys providing legal services for indigents. The position is also responsible for preparing annual budgets for both the Assigned Counsel Program and the Indigent Legal Services Grant; and for preparing and submitting NYS reports, including the NYS Unified Court System report for Representation of Indigent Defendants. The Assigned Counsel Administrator is supervised by the County Treasurer. Supervision is exercised over any staff assigned to assist in the performance of the duties of the incumbent. Performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Reviews for accuracy and completeness and approves for payment the assigned counsel vouchers submitted by attorneys assigned to represent indigent clients;
- Supervises clerical staff assigned to assist the incumbent;
- Maintains a current list of attorneys on the Assigned Counsel Panel and provides the list to all courts within the County;
- Develops policies and procedures for payment of assigned counsel vouchers;
- Prepares and submits grant applications to the NYS Office of Indigent Legal Services;
- Administers approved grants;
- Reviews grant related contracts;
- Reviews and submits documentation for grant reimbursement;
- Prepares and submits the annual NYS Unified Court System Report of Representation of Indigent Defendants;
- Prepares annual budgets for both the Assigned Counsel Program and the Indigent Legal Services grant and monitors monthly expenditures;
- Attends appropriate meetings;

### **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, supervise and review the work of others; ability to communicate clearly and concisely both orally and in writing; ability to

## 2. Assigned Counsel Administrator

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:**

Duly licensed to practice law in the State of New York and three (3) years of full-time experience, or its part-time equivalent, in the practice of law.