



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title:	Supervising Attorney
Jurisdictional Class:	Non-Competitive (Jurisdictional Classification Pending)
Civil Division:	Cayuga County
Adoption:	CSM 4/19/22
Revised:	CSM 5/17/22

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

The Assigned Counsel Administrator is responsible for oversight and implementation of the Cayuga County Assigned Counsel Program. The Assigned Counsel Program ensures legal counsel to eligible clients in compliance with established quality standards set forth by the New York State Office of Indigent Legal Services (ILS).

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Establishes and maintains a working relationship with the justice system at every level for the County, including drug court, domestic violence court, behavioral health court and Auburn Intervention Court;

Maintains knowledge of the Assigned Counsel Program and the program's attorneys;

Recruits, trains and supervises a panel of over 35 participating attorneys to handle assignments;

Enforces and complies with the disciplinary proceedings for attorneys on the panel;

Reviews and approves vouchers pursuant to the voucher review system developed by the Assigned Counsel Program;

Reviews and revises the eligibility requirements for clients pursuant to the eligibility system established by the Office of Indigent Legal Services and the Assigned Counsel Program;

Ensures the clustering of attorney assignments for justice courts when practicable;

Develops and monitors program policies, standards and operational procedures;

Ensures that standards of eligibility are developed and are met by applicants for counsel through investigation where necessary;

Oversees and monitors attorney performance in client representation to ensure mandated representation conducted by the program is in compliance with state guidelines and requirements;

Oversees applications for all grants and contracts with the Office of Indigent Legal Services;

Develops and supervises programming implemented through Office of Indigent Legal Services grants and contracts;

Oversees and supervises the provision of services by the program and program attorneys with other counties or entities through contracts or inter-municipal agreements;

Oversees all attorney support programs established through Office of Indigent Legal Services grants and contracts;

Recruits and oversees panels of social workers, investigators and other support personnel to ensure effective supports for panel attorneys;

Oversees and ensures data collection and reporting to Office of Indigent Legal Services per all contracts and grants requirements;

Participates in, as appropriate and relevant, all Office of Indigent Legal Services, NYSDA and Chief Defender and other appropriate meetings;

Promotes and coordinates efforts with the Bar Association to increase attorney participation in the program;

**TYPICAL WORK ACTIVITIES: (continued)**

Oversees and ensures defense representation and perspective in all local and county level specialty courts;  
Approves requisitions to purchase and make payments for contract services;  
Oversees design and approves program of legal education programs as resources for participating attorneys;  
Supervises preparation and dissemination of reports and the budgetary process;  
Responsible for crafting and managing an annual department budget of 1.5 million;  
Establishes and administers a mentor program as a requirement to participating panel attorneys;  
Oversees all program operations and supervises staff;  
Establishes priorities and procedures for the Assigned Counsel Office.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Working knowledge of various state and federal laws including, but not limited to, criminal procedure law, penal law, vehicle and traffic law, domestic relations law, family court law and county law;  
Working knowledge and familiarity with workings of court systems at all levels within Cayuga County;  
Ability to communicate clearly and concisely both orally and in writing;  
Excellent writing skills;  
Excellent oral presentation skills;  
Ability to reason quickly and logically 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 develop and run community legal education programs;  
Willingness to be available for consultation to the courts and local magistrates;  
Integrity and excellent judgment;  
Physical condition commensurate with the demands of the position;  
Knowledge of Microsoft Office including Excel.

**MINIMUM QUALIFICATIONS:**

Admission to and a member in good standing of the Bar in New York State and membership in the Cayuga County Bar Association; **AND**

Five (5) years of practice in New York State, two (2) years of which must have been in Cayuga County.