

Sullivan County is seeking to fill the following position:

ADMINISTRATOR OF ASSIGNED COUNSEL

This is an administrative position involving responsibility for coordinating the Legal Defense of Indigents Program. The incumbent performs the non-legal matters associated with the program including eligibility determinations, assignment of counsel and tracking of cases, financial management and overall records maintenance. This position is responsible for all reporting aspects of the *Hurrell-Harring* settlement agreement reforms through the New York State Office of Indigent Legal Services. The work is performed under guidelines provided by Article 18-b of the County law and the various aspects of defense and record keeping will be dictated by the type of administration which is adopted by the County. Does related work as required.

MINIMUM QUALIFICATIONS:

Must be admitted to practice law in the State of New York and three (3) years of full-time paid experience in the practice of law.

Position is a competitive class position which is subject to civil service examination.

Salary: \$40,000/year - Part Time.

Submit application and resume to Sullivan County Personnel Department, 100 North Street, Monticello, NY 12701; or

Apply online: www.sullivanny.us

EEO/AA EMPLOYER

M/F/D/V