

DISTINGUISHING FEATURES OF THE CLASS: 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.

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.*

Reviews applications for representation by assigned counsel to determine eligibility, nature and circumstances of legal problems;

Interviews applicants and verifies income by contacting employers and various public agencies;

Assigns attorney from list of qualified attorneys based on nature of legal problems and area of expertise of attorneys;

Coordinates correspondence between courts, applicants, participating attorneys including auditing claims for accuracy and completeness;

Maintains record of payments to participating attorneys;

Maintains all necessary records of assignment including name of client, assigned attorney and court of disposition;

Prepares and distributes questionnaires to maintain up-to-date list of attorneys accepting assigned counsel referrals and legal areas;

Oversees and prepares annual budget for Assigned Counsel and monitors the Indigent Legal Services Grants;

Supervises the review of claims and approves payment of vouchers submitted by attorneys assigned to represent eligible clients;

Prepares and submits grant applications to the New York Office of Indigent Legal Services and tracks expenditures and reimbursement of grant monies received;

Acts as the Data Collection Officer for NYS Office of Indigent Legal Services for all reporting aspects of the Hurrell-Harring settlement agreement.

Liaises with courts and the bar regarding plan requirements and programs;

Prepares and submits the annual reports to the NYS Office of Indigent Legal Services;

Maintains records and prepares reports as needed by various agencies;

May supervise subordinate staff..

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of legal aid program; good knowledge of the procedures and practices of the court; good knowledge of legal instruments and documents; ability to read and comprehend moderately complex legal materials; ability to maintain accurate financial records; ability to prepare narrative and statistical reports; ability to communicate both orally and in writing; ability to operate a computer terminal to maintain records and prepare reports; ability to develop effective working relationships with applicants and attorneys; integrity; good judgment.

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.

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Last Reviewed: 7/23/19

Jurisdictional Class: Competitive

Public Hearing: No

NYS Civil Service Commission Approval: No

Placed in SC Personnel Classplan: 7/23/19