

## **Supervising Attorney Tompkins County**

**Department:** Assigned Counsel Program  
**Classification:** Non-competitive  
**Labor Grade:** Management Grade 91  
**Approved:** Bd.Res. #39, 02/20/90, NC per NYS CSC 06/19/2012  
**Revised:** 6/91; 4/10; 06/10; 08/12; 08/19  
**By:** LG, Deputy Commissioner of Human Resources

**MINIMUM QUALIFICATIONS: No later than the final filing date announced, the applicant must demonstrate -**

Admission to and a member in good standing of the Bar in New York State and membership in the Tompkins County Bar Association. Five years of practice in New York State, two years of which must have been in Tompkins County.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**SPECIAL REQUIREMENT:**

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

**DISTINGUISHING FEATURES OF THE CLASS:**

The Supervising Attorney position is responsible for oversight and implementation of Tompkins County's Assigned Counsel Program, ensuring that the program provides case representation to eligible clients in compliance with established quality standards set forth by the Office of Indigent Legal Services. The position is responsible for supervising the assignments and performance of a panel of over 50 participating attorneys, planning/developing and coordinating a wide range of resources for participating attorneys, reviewing and referring client and judicial complaints, and recruiting new attorneys for the panel. The position supervises a staff of 5. The Supervising Attorney oversees effective implementation by panel attorneys in representation of program clients of criminal justice laws and standards as enacted by the State of New York. The Supervising Attorney is not eligible to be assigned to or accept cases under this program during his/her employment as Supervising Attorney except as directed by the court. The position reports to the County Administrator and is responsible to the Advisory Board on Indigent Representation. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Establishes and maintains a working relationship with the justice system at every level for the County, including 5 specialty courts;
- Maintains knowledge of the Assigned Counsel Program and the Program's attorneys;
- Recruits, trains and supervises a panel of over 50 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 system developed by assigned counsel;
- Reviews and revises the eligibility requirements for clients pursuant to the eligibility system established by the Office of Indigent Legal Services and assigned counsel;
- 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;
- 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 2.1 million;
- Ensures program representation at Advisory Board on Indigent Representation, relevant County Board and Committee meetings, and other appropriate meetings;
- Establishes and administers a mentor program as a requirement to participating panel attorneys;
- Evaluates client complaints and refers as appropriate to the Advisory Board on Indigent Representation;
- Oversees all program operations and supervises staff of 5;
- Establishes priorities, policies, and procedures for the Assigned Counsel Office.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough 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 Tompkins 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 Indigent Program, assigned counsel, and local magistrates;
- Integrity and excellent judgment;
- Physical condition commensurate with the demands of the position;
- Knowledge of Microsoft Office including Excel.

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