

# Grants and Training Coordinator Tompkins County

**Department:** Assigned Counsel Program

**Classification:** Competitive

**Labor Grade:** 10

**Approved:** 0

**Revised:** 2/24

**By:** HB, Deputy Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in paralegal studies, business administration, human services, criminal justice or a closely related field AND a minimum of one year of full-time paid (or the equivalent part-time and/or volunteer) legal clerical experience; **OR**
2. Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or equivalent part-time and /or volunteer) of legal clerical experience , at least one year of which must have been in an administrative capacity; **OR**
3. Any combination of training and experience equal to or greater than that described in (a) and (b) above.

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

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

This position has responsibility for researching, applying for, and administering State Assigned Counsel grants awarded to the county. The work involves utilizing traditional and electronic media to apply for and obtain grant monies to be used to provide certified continuing education credits for Assigned Counsel attorneys. The employee will apply for funds by completing lengthy and detailed applications. He or she will monitor expenditures and ensure the appropriate disbursement of funds once received. Additionally, this position will research and set up trainings in relevant subject matter to the Assigned Counsel attorneys. Each training session must be certified as accredited legal education training in order for the attorneys to obtain the required Continued Legal Education credits to practice law in New York State. The incumbent will be responsible for taking the lead for preparing and submitting reimbursement requests for 18b attorney expenditures with the State of New York. He or she will develop and monitor monthly CAP and Appearance Ticket Arraignment calendars in conjunction with the supervising attorney and/or program coordinator. The incumbent will assist as necessary in monitoring and implementation of licensing for program cloud based programs for program attorneys and other participating parties. The incumbent will be the lead person, working in conjunction with the supervising attorney and program coordinator in preparing and issuing communications with the panel attorneys, including a regular newsletter. The incumbent also will learn the duties of and assist the Program Coordinator in the performance of his or her duties. The incumbent has considerable autonomy and works under the general supervision of the Program Coordinator. Coordination with the Program Coordinator and Supervising Attorney will occur in conjunction with the work, Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Uses traditional and electronic media to identify potential sources of government funding;
- Researches new initiatives and determines how best to incorporate into training for the Assigned Counsel Panel;
- Meets with agency personnel to discuss potential sources for funding;
- Prepares grants proposals for submission to funding agencies, which include but are not limited to: preparing budgets, composing narratives, and gathering supporting data from internal and external sources;
- Monitors expenditures of funds for which grants are pending, and ensure the disbursement of funds to cover those expenditures once funds are received;
- Reports on progress of grant applications and their progress through system;

- Prepares and submits reimbursements for 18b attorney expenditures with the state and monitors reimbursement process;
- Makes recommendations for improvements to the Assigned Counsel program and identifies training needs;
- Works toward possessing a working knowledge of duties and responsibilities of the Program Coordinator;
- Communicates effectively with staff and Assigned Counsel Panel;

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

- Good knowledge of local government structure and the justice system
- Good knowledge of the current principles and practices of grant writing and submission
- Ability to operate a personal computer with a high level of knowledge, skill, precision and manual dexterity,
- Ability to communicate effectively, both orally and in writing
- Ability to prepare written material;
- Ability to analyze and organize effectively
- Instill and maintain a professional demeanor.
- The employee’s physical and mental abilities shall be commensurate with the demands of the position.

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