Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Office of Assigned Counsel

Assigned Counsel Program Managing Attorney – Part Time

$83,778

DATED: October 26, 2026

EXTENDED LAST DAY FOR FILING: November 30, 2026

EOE

DISTINGUISHING FEATURES OF THE CLASS: The Managing Attorney position is responsible for administration of the Otsego County Assigned Counsel Program ensuring that the program provides quality case representation to eligible clients in compliance with the established standards set forth by the New York State Office of Indigent Legal Services (OILS). The incumbent oversees and supervises the provision of services by the program and program attorneys with other counties or entities through contracts or inter-municipal agreements. The Managing Attorney is not eligible to be assigned to or accept cases under this program while holding this position. This position is responsible for developing and implementing program plans, policies and procedures, directing daily operations, reviewing and approving vouchers; acting as a liaison between the program, other attorneys and agencies, the Courts, the State and other municipalities and entities. The incumbent supervises attorney assignments, recruits new attorneys for the program; prepares and maintains financial reports and records. The Managing Attorney is also responsible for all reporting aspects of the Hurrell-Harring settlement agreement reforms through OILS. The work is performed under guidelines provided by OILS and Article 18-b of County law. The incumbent performs related duties as required.

TYPICAL WORK ACTIVITIES:

- Administers the regional Assigned Counsel Program;
- Develops procedures and policies and implements the same for the voucher system;
- Reviews and approves vouchers;
- Recruits attorneys to participate in the Assigned Counsel Program;
- Monitors expenditures of grant funding, and ensures their proper use;
- Establishes and maintains a working relationship with justice system at every level of court system;
- Prepares quarterly and annual reports and budgets as well as other required or requested reports;
- Supervises attorney assignments and provides assistance as guidance to them as needed;
- Assigns participating attorneys to specific cases, as requested by the Courts;
- Provides training and support to assigned counsel;
- Teaches, instructs, advises, and explains information about the Assigned Counsel Program;
- Establishes priorities, policies and processes for the successful implementation of the Assigned Counsel Program;
- Ensures quality representation by meeting recognized state standards and guidelines;
- Seeks and develops grant funding and other sources, ensuring compliance with requirements;
- Represents the regional Assigned Counsel Program to counties and state agencies;
- Collaborates with public defender offices, bar organizations and other assigned counsel programs;
- Establishes and administers attorney support programs established through OILS grants and contracts including the second chair program and mentor program;
- Develops and monitors program policies, standards and operating procedures;
- Supervises all program staff to ensure effective supports for assigned counsel;
- Reviews and revises eligibility requirements for clients pursuant to the eligibility system established by OILS, based on state promulgated guidelines;
- Reviews applications for representation by assigned counsel to determine eligibility, nature and circumstances of legal problems;

- Creates, updates, and distributes “how to” information for participating attorneys;
- Makes recommendations for improvements, and implements improvements to the Assigned Counsel Program;
- Communicates effectively with staff at Otsego County, at other participating municipalities, state agencies, and with attorney participants and prospective participants;
- Attends meetings;
- Performs other related duties as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of various county, state, and federal laws, including County Law 18-b, and the initiatives of the NYS Office of Indigent Legal Services; thorough knowledge of local government structure, interdepartmental and interagency relationships and the justice systems; good knowledge of the procedures and practices of court; ability to develop and maintain effective working relationships; ability to maintain and prepare accurate financial and statistical records and reports; ability to be tactful and resourceful; ability to exercise integrity and excellent judgment.

MINIMUM QUALIFICATIONS: Must be admitted to practice law in the State of New York and five (5) years of full-time paid experience practicing Law in NYS including experience representing clients in county court, family court, and justice courts.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

1) A certificate of good standing is required prior to appointment.
2) A valid New York State driver’s license and acceptable driving record is required at time of appointment and must be maintained during employment.
3) Incumbent in this position must be a legal resident of Otsego or Delaware County or a contiguous county, and residency must be maintained throughout appointment pursuant to Otsego County Local Law No 5 of 2026.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov