

DEPARTMENT: ASSIGNED COUNSEL & CONFLICT ADMINISTRATOR OFFICE
CLASSIFICATION: NON-COMPETITIVE (CONFIDENTIAL/POLICY INFLUENCING) APPROVED
BY NYSCSC 09/09/2008
APPROVED: AUGUST 8, 2006 **FLSA Status: Exempt/Professional 1/4/2010**

CONFLICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is an attorney position located in the Assigned Counsel and Conflict Administrator Office in Niagara County. Responsibilities involve legal representation of indigent persons entitled to public defense who cannot be represented by the Public Defender's Office due to a conflict of interest. This position differs from Assigned Counsel and Conflict Administrator by virtue of the lack of the following: supervisory responsibility of attorneys, development, implementation, and administration of procedures, and management of the daily activities of the Assigned Counsel and Conflict Administrator Office. The employee reports directly to and works under the general supervision of the Assigned Counsel and Conflict Administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Prepares cases and represents clients in criminal and Family Court matters in both bench and jury trials and hearings;
2. Examines and cross examines witnesses;
3. Presents oral arguments;
4. Represents clients on appeals;
5. Researches, analyzes, and interprets existing laws and ordinances, court decisions, pending legislation, and other legal authorities;
6. Prepares and reviews briefs, memoranda, opinions, and Family Court and criminal pleadings;
7. Interviews clients, complainants, witnesses, and law enforcement officials in regard to criminal and Family Court proceedings;
8. Authorizes and prepares complaints, petitions and responses in civil matters;
9. Confers with prosecution attorneys, probation authorities, and court officials to discuss pleas, modification of charges, presentation and review of evidence, and other legal matters;
10. Advises judicial officials on legal issues and proceedings by submitting arguments to courts on questions of law;
11. Advises and directs clients regarding questions of law in criminal and civil litigation;
12. Educates the general public on functions and the role of the Assigned Counsel and Conflict Administrator Office;
13. Maintains accurate records and files utilizing a computer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the New York State Penal Law and Criminal Procedure Law and Vehicle and Traffic Law; good knowledge of courtroom practices and procedures; good knowledge of Constitutional Law as it relates to the Criminal Law; good knowledge of the Joint County/Bar Association Plan for Conflict Assignments; ability to effectively utilize relevant case law; ability to determine facts of a case and to prepare a defense; ability to examine and cross examine witnesses; ability to counsel and advise defendants; ability to protect the rights of individuals unfamiliar with legal procedures; ability to interpret and apply constitutional provisions, statutes, administrative regulations and precedents and rules of evidence; ability to research, interpret, apply, and explain applicable laws, codes, regulations, and court decisions; ability to utilize standard office equipment and computers in the performance of duties; ability to maintain accurate work records; ability to compile and summarize information and prepare periodic or special reports related to the work of the court or department to which assigned; ability to present oral arguments; ability to communicate effectively both orally and in writing; ability to organize work, set priorities and meet critical deadlines; ability to effectively contribute to the accomplishment of a team or work unit goals; ability to effectively establish and maintain effective working relationships with all types of individuals; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Eligibility for admission to practices as an attorney and counselor at law before the courts of the State of New York at the time of application for appointment. Admitted to the Bar of the State of New York at the time of appointment.

SPECIAL REQUIREMENT: Candidates must have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.