

DEPARTMENT: ASSIGNED COUNSEL & CONFLICT ADMINISTRATOR'S OFFICE
CLASSIFICATION: NON-COMPETITIVE CONFIDENTIAL/POLICY INFLUENCING – PENDING NYSCSC APPROVAL
APPROVED: AUGUST 7, 2026 **FLSA Status:** Exempt/Professional

FIRST ASSISTANT CONFLICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and legal position involving responsibility for the supervision and administration of the County's Superior, City, Town, Village, and Family courts in the Assigned Counsel and Conflict Administrator's Office. Employees of this class also represent clients in all of the listed courts. The incumbent is responsible for many administrative aspects of the Office including the oversight of attorneys, addressing client complaints, and reviewing staff caseloads to make staffing recommendations. The work is performed under direct supervision of the Assigned Counsel & Conflict Administrator. General supervision may be exercised over Conflict Attorneys and other subordinate departmental personnel as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Represents clients at the County's Superior, City, Town and Village courts and performs all pre-trial investigations, review of discovery, motions, and discussion of any resolution of the case;
2. Handles a limited number of felony matters as assigned by the Administrator;
3. Supervises, consults with, and assists Conflict Attorneys in the preparation and handling of their assigned cases;
4. Supervises the operation of attorneys assigned to City, Town, and Village courts;
5. Assists the Administrator with administrative functions such as attending Indigent Legal Services (ILS) or Legislative meetings, conducting training for staff attorneys, assessing attorney evaluations, establishing and implementing office policy, and participating in budget and personnel decisions;
6. Serves as Administrator in the latter's absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the law relating to felonies; thorough knowledge of the New York Penal Code and Code of Criminal Procedure; thorough knowledge of courtroom practices and procedures; thorough knowledge of criminal trial process; ability to determine the facts of a case and establish grounds for defense; ability to assign and supervise cases handled by subordinates; ability to manage all aspects of a courtroom case to protect the rights and prerogatives of defendants; ability to conduct investigations; ability to write briefs; ability to communicate effectively and deliver effective oral presentations; ability to supervise others in their work; ability to establish and maintain effective professional relationships; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Current registration as an attorney with the State of New York at time of appointment and for the duration of employment and two (2) years of prosecutorial or criminal law experience and at least one (1) year directly managing attorneys in a legal setting.