Jurisdictional Class: Competitive
EEO Category: Administrator
Revised: 02/11/2026

ATTORNEY IN CHARGE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional legal position in the Oneida County Government involving the operation of the assigned counsel program. Work is performed under the supervision of the Assigned Counsel Plan Administrator. The work includes issuing assignments, directing, encouraging, and assisting staff in accomplishing objectives. The work involves surrogate and family court cases. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Schedules the activities and assignments of Panel Attorneys within the Assigned Counsel program;
Monitor and evaluate Panel attorneys on assigned cases;
Oversee and monitor conflict of interest protocol and screening;
Review/Submit budgetary requests;
Develop and maintain brief bank;
Establishes and maintains policies and procedures for the maintenance of client records and files;
Receives, reviews and determines applications regarding financial and statutory eligibility for indigent legal service;
Maintains and prepares records and reports;
Keeps abreast of all policies and procedures as well as State and Federal civil laws and procedures;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the principles and practices of state and federal law and procedures pertaining to surrogate and family court; comprehensive knowledge of the state and federal rules of evidence; thorough knowledge of trials of civil cases; thorough knowledge in preparing legal documents, briefs, and presentations; ability to analyze, appraise and apply complex legal principles, facts and precedents to legal problems; ability to plan and supervise the work of others; ability to establish and maintain an effective relationship with the public, the judiciary and employees; command of oral and written communication.

MINIMUM QUALIFICATIONS: Possession of Juris Doctor **AND** Admission to the Bar of the State of New York **AND** four (4) years post-Bar admission experience in the practice of law **AND** Registration with the New York State Office of Court Administration.

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SPECIAL REQUIREMENTS:

1. Must show proof of current registration with the New York State Office of Court Administration and a Certificate of Good Standing to practice law from the Appellate Division at time of appointment and remain current and in good standing throughout appointment.
2. Responsible for maintaining good standing with their Appellate Division of admission including the mandatory continuing legal education (CLE) requirements set forth by the Office of Court Administration, the true and accurate reporting and timely filing of the New York State Attorney Registration Form and the prompt payment of the biennial attorney registration fee.
3. Possession of a valid New York State driver's license at time of application. If appointed, license must remain valid throughout appointment.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. Candidates will be required to pay the evaluation fee.

Adopted: 06/11/2024
Revised: 02/11/2026

Title disapproved for Non-Competitive classification by NYSCSC 02/11/2026 (#2025-001)

Oneida County Civil Service