

**DEPUTY ADMINISTRATOR
OFFICE OF ASSIGNED COUNSEL
\$124,285 – \$163,100**

Westchester County Government is seeking a dynamic and experienced legal professional to assist with oversight of the newly established Independent Office of Assigned Counsel. Under the general direction of the Administrator, the Deputy assists with the effective management and operations of the Office of Assigned Counsel pursuant to Chapter 186 of the Laws of Westchester County.

Responsibilities include providing assistance and support in all facets of the efficient operations and management of the Office of Assigned Counsel. In collaboration with the Administrator, this position develops and monitors program policies, standards and operational procedures of the Assigned Counsel Program regarding qualifications for appointment to the panel of attorneys to represent indigent clients, recruitment of attorneys to serve on the panel, limitations on attorney caseloads, guidelines for the administrative responsibilities of panel attorneys and supervision and review of attorney caseloads and quality of legal representation. The Deputy Administrator shall act for and on behalf of the Administrator in their absence. Supervision is exercised over professional and clerical employees.

DESIRED TRAINING & EXPERIENCE: Law Degree and a minimum of 8 years of experience in the practice of law involving criminal and/or family law matters.

SPECIAL REQUIREMENT: Admission to the NY State Bar at least 8 years prior to appointment.

View the full job description: [Deputy Admin-Office of Assigned Counsel \(westchestergov.com\)](http://westchestergov.com)

COME JOIN OUR TEAM!

This full-time position is appointed by the Administrator in consultation with the Westchester County Assigned Counsel Board of Directors.

In addition to a competitive salary, the compensation package includes comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and the NYS retirement plan.

Interested candidates should submit a Cover letter and Resume, which specifically addresses the applicant's relevant experience for this position to jobs@westchestergov.com.

NOTE: Please indicate **Deputy Administrator: Office of Assigned Counsel** in the subject line of your e-mail.

Westchester County is an Equal Opportunity Employer

About Westchester County

Westchester County, located in the heart of the historic Hudson Valley, covers 500 square miles and has a population of over a million. Originally home to Native Americans, who were members of the Lenape tribe, it is today a rich mix of many cultures and landscapes. The County is a blend of bustling cities, quaint villages and picturesque towns as well as open spaces and a network of beautiful parks. The County is also an intellectual capital, boasting a highly educated workforce, competitive colleges and universities, Fortune 500 companies, world changing non-profits, and cutting-edge research centers.