



## Erie County Assigned Counsel Program

<b>Job Title:</b>	Court Liaison/Administrative Assistant	<b>Job Category:</b>	Support Staff
<b>Department/Group:</b>	Criminal Division	<b>Job Code/ Req#:</b>	Job Code/ Req#
<b>Directly Reports to:</b>	Kevin Stadelmaier, First Deputy Defender, Criminal Division	<b>Supervises:</b>	n/a
<b>Location:</b>	Buffalo, New York	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$49,000 to \$57,000	<b>Position Type:</b>	Full-Time (Remote – 1 day/week, if scheduling permits)

### Job Description

#### ROLE AND RESPONSIBILITIES

The Court Liaison/ Administrative Assistant performs required tasks including, but not limited to:

#### PRIMARY DUTIES

- Primary point of contact for telephone calls and emails from courts and panel attorneys regarding their questions.
- Schedule and track CLE Attendance.
- CLE Administration as directed by the Deputy of CLE and Training, including to complete and issue all CLE Certificates, monitor registrations, set up virtual access to training, and prepare materials, etc.
- Prepare Constant Contact communication where directed (including Monthly Case Conferences).
- Schedule Individual Attorney Case Conferences as required.
- Monitor and schedule use of the ACP Secure Interview Room.
- Prepare and communicate the Superior Court Bench List at designated intervals.
- Maintain and update the panel attorney rosters, e-mail lists, and Constant Contact lists.
- Communicate the Daily Attorney/Court Schedule/Family Court AOD Schedule.
- Schedule and communicate Panel Attorney Reviews, publication to website.
- Update the Program websites and credential administration.
- Administrative Assistant to First Deputy Defender (Criminal) and Second Deputy Defender (Family Court.)

- Other tasks as assigned by the First Deputy Defender or the Executive Director.

## SECONDARY DUTIES

- Backup for the “Counsel at First Appearance” Manager in times of absence and/or overflow.
- Backup for Criminal Division Assignments in times of absence and/or overflow.
- Backup for Family Court Assignments in times of absence and/or overflow.
- Backup to the Family Court Paralegal in times of absence and/or overflow.
- Backup to the Executive Administrative Assistant/Supervising Administrative Assistant in times of absence and/or overflow.
- Secondary backup for Intake in times of absence and/or overflow (primary backup is the Intake Team Leader).
- Secondary backup for Parole Assignments and Parole Intake in times of absence and/or overflow (primary backup is the Intake Team Leader.).

## REQUIRED SKILLS

- Adobe Acrobat Pro/Creative Cloud Apps
- Microsoft Outlook/PPT/Excel/Word
- Experience with data entry and customer service tasks.
- Experience with web and social media platforms such as Facebook, YouTube, Zoom.
- Excellent interpersonal communication skills
- Excellent oral and written communication skills.
- Attention to detail.

## QUALIFICATIONS AND EDUCATION REQUIREMENTS

Associate (2-year) degree, preferably in Criminal Justice or Business with 2 years of experience doing administrative work, preferably in a law office; or High School degree or equivalent with 5 years of experience doing administrative work, preferably in a law office.

## PREFERRED SKILLS

- General knowledge of Criminal Justice system
- General knowledge of the Family Court Justice system
- Familiarity with law office case management system

## ADDITIONAL NOTES

The Assigned Counsel Program is an Equal Opportunity Employer.

Reviewed By:	Kevin Stadelmaier	Date:	March 21, 2024
Approved By:	Michelle Parker	Date:	March 21, 2024
Last Updated By:	Name	Date/Time:	Date/Time