



Erie County Assigned Counsel Program

Job Title:	Deputy for Family Court Litigation Support	Job Category:	Attorney
Department/Group:	Family	Job Code/ Req#:	
Directly Reports to:	Second Deputy Administrator	Supervises:	
Location:	Buffalo, NY	Travel Required:	Occasional
Level/Salary Range:	125,000-128,000	Position Type:	Full-Time
Job Description			
<p>The goal of the Family Court Deputy for Litigation Support is to improve the quality of representation for indigent clients in Family Court cases by assisting panel attorneys with all aspects of litigation including but not limited to motion arguments, research, written and oral advocacy, trial strategy, trial practice and appellate support.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> -Assist Family Court panel attorneys in analyzing and resolving complex legal and strategic issues -Assist Family Court panel attorneys in writing persuasive memoranda of law and/or individualized innovative motions, as requested. -On call to resolve urgent legal issues that arise during court proceedings. -On call to make immediate court appearances as necessary. -Create and maintain a significant motion bank to be made available on the ACP website. -Create and maintain a transcript bank to be available on the ACP website. -Assist in development and implementation of a training curriculum for new panel attorneys. -Prepare and teach CLE courses, making use of written materials and training aids, -Participate in monthly case conferences. -Provide support in the preparation, filing, and arguing interlocutory appeals. -Work in conjunction with panel members to create an enhanced practice at the permanency hearing stage of Article 10 matters. -Provide support and advice in ICWA matters. -Keep abreast with developments in the law, digest those changes, and communicate them to panel attorneys -Assist in review of panel attorneys to ensure that clients are receiving quality representation -Work in conjunction with the Deputy for Child Welfare and the Second Deputy in our Pre-Petition Program. -Innovate, finding ways to improve the quality of representation for indigent Family Court clients <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> -Graduation from an ABA-accredited law school and admission to the New York State Bar -Three-Five years family law legal experience, preferably including parental representation. <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> -Ability to accurately digest complex legal issues, case law, and statutes -Strong research and writing skills -Strong organization skills, as there is a high volume of attorney requests for assistance -Trial and Appellate experience in order to consult with attorneys regarding strategy 			

ADDITIONAL NOTES

The Assigned Counsel Program is an Equal Opportunity Employer.

Reviewed By:	Yvonne Vertlieb	Date:	1/8/25
Approved By:	Yvonne Vertlieb	Date:	2/10/2026
Last Updated By:	Katie Szematowicz	Date/Time:	2/10/2026