



Erie County Assigned Counsel Program

Job Title:	Voucher Specialist	Job Category:	Non-exempt
Department/Group:	Vouchers	Job Code/ Req#:	
Directly Reports to:	Voucher Supervisor	Supervises:	N/A
Location:	Office/Remote from Home Office/8 am to 4 pm	Travel Required:	No
Level/Salary Range:	\$46,654 - \$52,000	Position Type:	Full-time

Job Description

ROLE AND RESPONSIBILITIES

- Print voucher status reports and review attorney vouchers for payment
- Review financial status reports as needed and update case files for eligibility
- Print and review attorney billing reports as needed
- Process properly submitted vouchers for approval
- Notify attorneys through the case management system of voucher errors
- Review and process corrected vouchers after resubmission
- Respond to attorney calls, voicemails, and emails about voucher issues
- Enter Family AOD Treatment Court cases monthly and prepare calendars
- Review and process Family AOD Treatment Court vouchers and note the calendar when received
- Enter Neglect Review cases as requested after the review stage or dispositional hearing
- Assist the Voucher Supervisor as needed
- Complete a daily voucher review form for the Voucher Supervisor
- Perform other duties as assigned
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QUALIFICATIONS AND EDUCATION REQUIREMENTS

Associate's degree and 1 year of office experience in a criminal law environment, or a high school diploma (or equivalent) and 3-5 years of office experience in a criminal law environment. Strong math and numerical reasoning skills required. Proficiency in Microsoft Office, Adobe, and Outlook required.

Preferred Skills

Experience with a case management system such as Defender Data. Ability to work independently and multi-task. Strong customer service, attention to detail, organization, spelling, math, focus, teamwork, and follow-direction skills. Legal background beneficial.

ADDITIONAL NOTES

The Assigned Counsel Program is an Equal Opportunity Employer.

Reviewed By:	KMS/HK	Date:	5/26/26
Approved By:	KMS	Date:	5/26/26
Last Updated By:	KMS/HK/KH/LTN	Date/Time:	5/26/26