



Erie County Assigned Counsel Program

Job Title:	Intake and Assignments Supervisor	Job Category:	
Department/Group:	Criminal and Family Divisions	Job Code/ Req#:	n/a
Directly Reports to:	Executive Director	Supervises:	Intake Clerks, Criminal Assignment Specialist.
Location:	Office/ 1 day remote	Travel Required:	No
Level/Salary Range:	\$64,949-\$70,000	Position Type:	Full-Time, Exempt
Job Description			
ROLE AND RESPONSIBILITIES • Primary Supervisor of both Intake and Assignment Staff including Intake Clerks and the Criminal Assignment Specialist. • Primary assignor of family court cases matters. Secondary assignor of criminal cases. • Responsible for ensuring that all cases received by the Erie County Assigned Counsel are entered efficiently, timely and accurately. Further responsible for ensuring that all cases placed on for assignment are assigned efficiently, timely and in accordance with panel list criteria as set forth by the First Deputy Defender-Criminal and the Second Deputy Defender-Family Court. • Quality control responsibility for both intake and assignment staff. • Responsible for ensuring that both criminal and family court assignments are made consistent with ACP and in accordance with Office of Indigent Legal Services caseload standards. • Coordinates schedules and approves time off and remote work. • Coordinates and participates in the hire, supervision and discipline of Intake and Assignment staff. • Coordinates coverages where required and is responsive to direction from First Deputy Defender-Criminal and Second Deputy Defender-Family on intake and assignment concerns. • Generates and distributes daily reports on assignments to Courts and the District Attorney. • Generates intake and assignment statistical reports on a weekly basis for ACP Senior Management staff. • Primary Coverage for Intake Clerks during absences/time off. • Resolves client inquiries on intake and assignment matters referred by subordinates. • Communicates and resolves assignment issues for Criminal and Family Court panelists.			

- Secondary back up for CAFA Program Manager (primary backup is the Court Liaison/Admin. Ass't).
- Perform other duties as assigned by the Chief Financial Officer or Executive Director.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's (4-year) degree, preferably in Criminal Justice or Business; or Associate's (2-year) degree, preferably in Criminal Justice or Business with 2 years of supervisory experience, preferably in a law office; or High School degree or equivalent with 5 years of supervisory experience, preferably in a law office. Proficient in Microsoft 365, Outlook, Excel, Word, Adobe and law office case management software.

PREFERRED SKILLS

- Ability to manage staff
- Ability to multi-task
- Ability to work well and communicate respectfully with others, including ACP colleagues, panel attorneys, support staff and clients.
- Criminal Court knowledge
- Family Court knowledge
- Demonstrated interest in working with indigent populations
- Ability to work and communicate accurately.
- Ability to take direction and carry it out.
- Ability to learn how to use new software systems.
- Decision making skills.

ADDITIONAL NOTES

The Assigned Counsel Program is an Equal Opportunity Employer.

Reviewed By:	Michael Mohun	Date:	8/18/26
Approved By:	Michael Mohun	Date:	8/18/26
Last updated by:	Michael Mohun	Date:	8/18/26