



Erie County Assigned Counsel Program

Job Title:	Deputy Defender for Post Conviction Support and Legal Writing	Job Category:	
Department/Group:	Criminal	Job Code/ Req#:	
Directly Reports to:	First Deputy Defender - Criminal Division	Supervises:	Contract Legal Writing Specialists
Location:	Office and One (1) Day Remote from Home Office	Travel Required:	Occasional
Level/Salary Range:	\$128,000 - \$138,600	Position Type:	Full-Time-Exempt

Job Description

The goal of the Deputy Defender for Post Conviction Support and Legal Writing is to improve the quality of representation for indigent clients in criminal cases by: (1) Assisting the panel attorneys in analyzing legal and strategic issues, (2) broadening the scope of knowledge of the panel attorneys, especially in new or changed areas of law concerning appellate and post-conviction practice, and (3) Providing reliable and prompt in-office/In-Court support for post-conviction attorneys.

ROLE AND RESPONSIBILITIES

- Assist criminal panel attorneys in analyzing and resolving complex legal and strategic issues related to post conviction issues;
- Review and edits appellate briefs and post-conviction motions at the request of panel attorneys.
- Assign writing projects to Legal Writing Specialists and edits and supervises their work for panel attorneys;
- Offer support and training in improving the writing advocacy skills of panel attorneys.
- On call where required to resolve urgent legal issues that arise during trials and other court proceedings, including superior courts and court proceedings that are held outside of business hours;
- Coordinate with the Chief Criminal Investigator and participate in "War Room" sessions where applicable;
- Draft and appear on motions for "QRF" bail applications, Article 78s, Writs of Habeas Corpus and other urgent matters where truncated timelines and the Deputy's level of expertise makes he/she the ideal candidate to handle such matters;
- Moderate and update the "Motions Library" on a monthly basis;
- Oversee the criminal Post Conviction Panel attorneys to ensure quality representation and compliance with ILS standards;
- Oversee a panel of legal writers and make assignments to said writers based upon need.
- Participate in the assignment of appeals and post-conviction matters.
- Monitor status of criminal appeals and post-conviction assignments and updates the First Deputy Defender on a monthly basis.
- Review vouchers for appellate and post-conviction matters where requested to provide context on attorney billing;
- Assist in development and implementation of a training curriculum for new panel attorneys, and for attorneys seeking to ascend to more taking on more complex matters.
- Prepare and teach CLE courses on areas concerning appeals, post-conviction matters and other matters

as required, making use of written materials and training aids. Participates in both the New Criminal Attorney Training Program and the New Felony Attorney Training Program.

- 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;
- Participate in ILS' Appellate Defender Council, and other statewide post-conviction groups, providing assistance as needed, including coordinating statewide CLE programs;
- Participate as a member of the Criminal Division Team to innovate and find ways to improve the quality of representation for indigent criminal clients;
- Participate in regularly scheduled and individually scheduled attorney case conferences
- Carry out instructions of the First Deputy Defender – Criminal and the Chief Defender/Executive Director
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduation from an ABA-accredited law school and admission to the New York State Bar
- Ten (10) years legal experience in a combination of criminal trial and criminal appellate work
- Appearance as appellate or post-conviction counsel in a minimum of twenty (20) criminal matters.

PREFERRED SKILLS

- 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
- Demonstrated Trial and Appellate experience in order to consult attorneys regarding strategy
- Demonstrated dedication to working with indigent and underserved populations
- Valid NYS Drivers License

ADDITIONAL NOTES

The Assigned Counsel Program is an Equal Opportunity Employer.

Reviewed By:	Michael Mohun	Date:	9/21/2026
Approved By:	Michael Mohun	Date:	9/21/2026
Last Updated By:	Kevin Stadelmaier	Date:	9/21/2026

Erie County Bar Association's Aid to Indigent Prisoners Society, Inc.