Erie County Assigned Counsel Program

Job Title:	Deputy Defender for Litigation Support and Expert Services	**Job Category:**	
Department/Group:	Criminal	**Job Code/ Req#:**	
Directly Reports to:	First Deputy Defender - Criminal Division	**Supervises:**	Discovery/Trial Technical Assistance Administrative Assistant(s)
Location:	Office and One (1) Day Remote from Home Office	**Travel Required:**	Occasional
Level/Salary Range:	$133,000 to $143,680	**Position Type:**	Full-Time-Exempt

Job Description

THE GOAL OF THE DEPUTY DEFENDER FOR LITIGATION SUPPORT AND EXPERT SERVICES 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, AND (3) PROVIDING RELIABLE AND PROMPT IN-OFFICE SUPPORT FOR TRIAL ATTORNEYS WHO ENCOUNTER LEGAL ISSUES

ROLE AND RESPONSIBILITIES

- Assist criminal panel attorneys in analyzing and resolving complex legal and strategic issues, including issues related to discovery.
- Assist criminal panel attorneys in writing persuasive motions and memoranda of law, as requested
- Directly Supervises the Discovery/Trial Technical Assistance Administrative Assistants to assist attorneys in the review, digestion and utilization of discovery materials in cases assigned to them by the program, and the preparation of materials to be utilized in litigation settings.
- In conjunction with the Supervising Criminal Investigator, trains panel attorneys in the use of Axon Justice and resolves issues with utilization of same.
- 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;
- Appears in court with attorneys during trials and hearings where required.
- Coordinates with the Chief Criminal Investigator and participates in “Criminal War Room” sessions where applicable to area of expertise;
- Coordinates with Criminal Investigators on issues touching both litigation/discovery and criminal investigations.
- Prepares and teaches CLE courses, making use of written materials and training aids on import criminal litigation issues. Participates in both the New Criminal Attorney Training Program and the New Felony Attorney Training Program.
- Keeps abreast of developments in the law involving criminal defense litigation, digests those changes, and communicates them to panel attorneys.
- Updates, maintains and coordinates use of ACP’s Expert Witness database, including developing best practices for use of experts. Operates as the point person for expert witness requests from panel attorneys and works in tandem with the Grants Manager regarding expert witness requests, scopes of work, and vouchers.
- At the request of ACP management, participates in statewide advocacy activities on litigation issues including CPL 245 and discovery in general.

- Assists in review of panel attorneys to ensure that clients are receiving quality representation.
- Participates as a member of the Criminal Division Team to innovate and develop methods of improvement to the quality of representation for indigent criminal clients.
- Drafts and appears in Court on QRF Motions where applicable.
- In conjunction with the Deputy for Post Conviction Support and Legal Writing, monitors and updates the ACP Motions Bank.
- Participate in regularly scheduled and individually scheduled attorney case conferences.
- Carries out instructions of the First Deputy Defender – Criminal and the Chief Defender/Executive Director.
- Perform other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduation from an ABA-accredited law school and admission to the New York State Bar
- Seven (7) years legal experience, preferably in a combination of criminal trial and criminal appellate work

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
- Trial experience in order to consult attorneys regarding strategy
- Demonstrated dedication to working with indigent and underserved populations
- Demonstrated expertise in utilizing the CPL. In litigation settings.
- Valid NYS Drivers License

ADDITIONAL NOTES

The Assigned Counsel Program is an Equal Opportunity Employer.

Reviewed By:	Michael Mohun	Date:	11/6/26
Approved By:	Michael Mohun	Date:	11/6/26
Last Updated By:	Kevin Stadelmaier	Date:	11/6/26