

**TOMPKINS COUNTY CIVIL SERVICE  
EXAMINATION  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Program Coordinator - Assigned Counsel

**EXAM NO:** 62572

**SALARY:** \$37.40/hr - 2023 Hire Rate

**LOCATION:** Assigned Counsel

**TYPE OF EMPLOYMENT:** Full Time, Part-Time, Temporary

**EXAM DATE:** 01/13/24

**ISSUE DATE:** 11/14/23

**THE FINAL DATE TO FILE APPLICATIONS:** 12/01/23

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 01/14/24

**RESIDENCY WAIVED**

**THE USE OF A QUIET HAND HELD CALCULATOR IS ALLOWED FOR THIS EXAMINATION.**

**LOCATION OF POSITION:**

There are currently one vacancy in the title of Program Coordinator- Assigned Counsel located at Tompkins County Assigned Counsel. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time, or temporary vacancies that may occur during the life of the eligible list.

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree in Human Services, Public Administration or Social Sciences or other related fields, **AND** two years in human service delivery and/or experience in a legal setting, one of which must have been administrative; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in Human Services, Public Administration or Social Sciences or other related fields, **AND** four years of human service delivery and/or experience in a legal setting, one year of which must have been administrative; **OR**

3. Any combination of training and experience equal to or greater than that described in (a) and (b) above.

### **SPECIAL REQUIREMENT:**

The applicant must possess a valid New York State Driver's License at the time of application and maintain such license for the duration of employment.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative and supervisory position that involves responsibility for planning, developing, evaluating and administering a comprehensive assigned counsel program. The position involves direct supervision of multiple offices and personnel, as well as overseeing the interactions of these offices with other entities, state and county agencies and courts. The position involves supervision of both the Tompkins County Assigned Counsel Program and the Schuyler County Assigned Counsel Program, which is administered by Tompkins County. The position involves oversight and liaison with the New York State executive branch through the Office of Indigent Legal Services in planning and implementing program development in Tompkins and Schuyler County. In particular, the position is the point position for liaison with and ensuring implementation of new initiatives and program requirements, and obtaining grant and financial support from the State of New York as part of the new funding process and initiatives being implemented at the state level. This position requires the person to supervise in conjunction with the supervising attorney all contacts and the development of program activities where appropriate with other county mandated/indigent representation programs seeking the support and assistance of the Tompkins County and the Tompkins County Assigned Counsel Program in developing and operating all or elements of their indigent representation programs, with particular emphasis on developing support and oversight for the grant submission and reporting processes involved with grants from the Office of Indigent Legal Services. This position entails interaction with all Drug Treatment Courts, Integrated Domestic Violence Court, any/all other specialty courts, Family Court, all local criminal courts, and County Court. An individual in this position will serve as the primary contact for all clients in the program. The position serves as a regional contact point for providers of mandated representation in upstate New York and the person in this position. As such, the position involves interactions and potential supervision of components of assigned counsel/and or public defender programs regarding development and management of grants from the New York State Office of Indigent Legal Services.

He or she is responsible for resolving the majority of problems and/or grievances and collecting and documenting eligibility criteria in order to assist the client in obtaining assigned counsel program services. The incumbent is responsible for policy and program development, coordinating attorney assignments, developing attorney training and resource components, and reviewing attorney vouchers. While work is performed under the general direction of the Supervising Attorney, the person in this position is provided with wide leeway and is expected to utilize said leeway for the exercise of independent judgment in planning and administration. An individual in this position has the authority to act in lieu of the supervising attorney of Assigned Counsel. The Program Coordinator is responsible for overall program supervision as well as supervision of clerical staff in multiple offices. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Provides and oversees assignment of appropriate assigned counsel to ensure full functioning of all divisions of the New York State court system within Tompkins County;

Provides and oversees assignment of appropriate assigned counsel to ensure full functioning of all divisions of the New York State court system within Schuyler County;

Collects eligibility data and assists clients with establishing program eligibility;

Oversees data collection on program activity and client base for use and dissemination to the County Legislature and appropriate committees of the county government and state government;

Responsible for the development and implementation of a case management system for both the Tompkins County and Schuyler County assigned counsel programs;

Assigns attorneys appropriate to specific cases;

Serves as liaison to and represents the agency in contacts with a wide range of local agencies, state departments, and legal associations;

Serves as liaison and supervises staff contact and interactions with the Office of Indigent Legal Services regarding program development and grant development and implementation;

In conjunction with the supervising attorney will develop policies for implementation of new programs and will provide input on policy processes and decision making with local and state governmental agencies;

Serves as contact point and liaison for Office of Indigent Legal Services with other mandated/indigent representation programs in upstate New York in terms of program planning and quality/performance initiative programs;

Monitors eligibility standards to insure they are met through investigation as appropriate;

Serves as initial contact point and interacts directly with individuals charged with serious crimes or allegations in Family Court matters;

Assists in resolving client problems and/or grievances with regard to their legal representation;

Interacts directly with individuals who are charged with serious crimes or allegations in Family Court matters;

Researches new initiatives and determines how best to handle and incorporate into the department's overall objectives;

Develops, coordinates and supervises training opportunities for participating attorneys;

Creates, updates and distributes a "how-to" package for participating attorneys;

Advises attorneys of community resources available to clients and their families;

Prepares an annual Indigent Legal Services Fund report which serve to support requests for outside funding to reimburse the County for significant program costs;

Supervises the maintenance of records for all assignments, including eligibility documentation, attorney vouchers, grievance proceedings, other case records, and the client and attorney data base;

Supervises the maintenance and operation of all program activities in support of contracted and other services provided to other county indigent representation programs established through approved county activities and programs;

Prepares annual report and progress reports as requested for fiscal, management, and quality control and accountability;

Provides supervision to assigned personnel of the Assigned Counsel program in both Tompkins and Schuyler Counties;

Provides the immediate oversight and performance evaluation of all program staff;

Assists in the hiring and termination processes of staff of the Assigned Counsel program in both Tompkins and Schuyler Counties;

Prepares an annual departmental budget and monitors monthly expenditures for programs in Tompkins and Schuyler County;

Maintains and oversees department compliance with funding and operational requirements from the county and state government;

Attends appropriate meetings and in conjunction with the supervising attorney and when necessary, represents the department at county management meetings and legislative task forces/program meetings.

**KNOWLEDGE,SKILLS,ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of local government structure, interdepartmental and interagency relationships and the justice systems;

Working knowledge of New York State grant procedures;

Working knowledge and understanding of New York State Office of Indigent Legal Services operations and program requirements;

Working knowledge of the principles and practices of budget preparation;

Working knowledge of personal computers, database, spreadsheet and word processing programs;

Thorough knowledge of statistical techniques, program development techniques, report preparation, budget preparation and expenditure control;

Skill and accuracy in the operation of an alphanumeric keyboard (speed not a factor);

Knowledge, skill and ability to manipulate a variety of different software packages (i.e., Microsoft Excel, Access and Word, e-mail, and web browsing);

Ability to manage multiple priorities and deadlines under pressure;

Ability to plan, assign, supervise and review the work of others;

Ability to communicate clearly and concisely both orally and in writing;

Ability to carry out complex oral and written instructions;

Ability to reason quickly and logically and make snap decisions in stressful situations;

Ability to analyze and organize effectively;

Ability to establish and maintain good interpersonal working relations;

Ability to make logical, on the spot decisions regarding office policy;

Ability to maintain high levels of confidentiality on controversial cases;

Willingness to be available for consultation to the Advisory Board on Indigent Representation, assigned counsel, law enforcement agencies, and local magistrates;

Willingness and ability to interact directly individuals charged with serious crimes and allegations in Criminal and Family Court matters;

Integrity and excellent judgment;

Tact and courtesy;

The employee's physical and mental condition shall be commensurate with the demands of the position.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

**Physical:** The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. Such work encompasses approximately  $\frac{3}{4}$  of a normal working day. As a result, the job may involve considerable visual effort. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. In respect to the physical demands of this position, there may considerable visual effort, precision, manual dexterity, and repetitive hand/finger movements, knowledge and skill.

**Mental:** The employee is required work closely and cooperatively in close physical proximity with others. The work involves considerable demands from extremely tight deadlines, constant rush orders and frequent exposure to distressing human situations. An employee in this position is constantly exposed to indigent clients seeking legal representation. These individuals can at times be threatening or violent. As a result, there is considerable risk of moderate injury and some risk of serious injury while serving in this role. The employee may occasionally be required to work alone.

**Environmental:** Almost all work is performed indoors in a temperature controlled environment. The work environment poses minimal, if any, exposure to disagreeable work conditions. The employee may at times be asked to drive contiguous counties or other to remote locations so must possess a valid driver's license in order to meet the transportation requirements of the position.

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### **Complete Scope of the examination and Expanded subtest descriptions:**

#### **Advising and interacting with others**

These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.

#### **Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

#### **Understanding and interpreting written material**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

#### **Evaluating conclusions in light of known facts**

These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

#### **Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

### **Test guide:**

A Guide for the Written Test for **Legal Services** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850