

**ADMINISTRATOR
INDEPENDENT OFFICE OF ASSIGNED COUNSEL
\$146,930 – \$192,560**

Westchester County Government is seeking a dynamic and experienced legal professional to lead the newly established Independent Office of Assigned Counsel.

Under the general direction of the Board of Directors, the Administrator oversees management and operations of the Office of Assigned Counsel pursuant to Chapter 186 of the Laws of Westchester County. Responsibilities include, but are not limited to: establishing protocols and policies for maintaining a panel of attorneys for assignment to indigent public defense clients in the criminal and family courts; and ensuring the provision of professional, skilled, ethical and client-centered legal representation of such indigent public defense clients in compliance with the Standards for Establishing and Administering Assigned Counsel Programs promulgated by the New York State Office of Indigent Legal Services. Supervision is exercised over professional and clerical employees.

DESIRED TRAINING & EXPERIENCE: Law Degree and a minimum of 10 years of experience in the practice of law involving criminal and/or family law matters, 3 years of which must have included administrative experience. Demonstrated integrity and commitment to quality representation of public defense clients.

SPECIAL REQUIREMENT: Admission to the NY State Bar at least 10 years prior to appointment.

View the full job description: [Administrator-Office of Assigned Counsel](#)

COME JOIN OUR TEAM!

This full-time position is appointed by the Westchester County Assigned Counsel Board of Directors, and subject to the approval of the County Executive and confirmation by the Board of Legislators for a four-year term subject to reappointment.

In addition to a competitive salary, the compensation package includes comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and the NYS retirement plan.

Interested candidates should submit a Cover letter and Resume, which specifically addresses the applicant's relevant experience for this position to jobs@westchestergov.com.

NOTE: Please indicate **Administrator: Ofc of Assigned Counsel** in the subject line of your e-mail.

Westchester County is an Equal Opportunity Employer

About Westchester County

Westchester County, located in the heart of the historic Hudson Valley, covers 500 square miles and has a population of over a million. Originally home to Native Americans, who were members of the Lenape tribe, it is today a rich mix of many cultures and landscapes. The County is a blend of bustling cities, quaint villages and picturesque towns as well as open spaces and a network of beautiful parks. The County is also an intellectual capital, boasting a highly educated workforce, competitive colleges and universities, Fortune 500 companies, world changing non-profits, and cutting-edge research centers.