



Posting Date:	1/3/12	Closing Date:	3/12/12
Job Title:	Arraignment Supervisor	Job Reference Code:	CDP-2011-029

### MAJOR PURPOSE OF POSITION

The Arraignment Supervisor has front-line responsibility for the office's provision of client services in Criminal Court arraignment parts. In order to meet client needs and comply with required First Department staffing ratios as part of the implementation process for the case cap law, subject to funding, the Bronx Criminal Practice has immediate openings for an Arraignment Supervisor. The work schedule for this position is Wednesday, Thursday, Friday, Saturday, day arraignments and Tuesday night arraignments.

### ESSENTIAL DUTIES/RESPONSIBILITIES

- Monitoring and supervising the office's arraignment case intake
- Monitoring the court's distribution of cases to the Society and 18-B counsel
- Assisting the court in identifying "conflict" cases for assignment to 18-B counsel
- Ensuring appropriate distribution of cases among our attorneys and assisting attorneys in arraignment practice
- Attending meetings with court agencies
- Trouble-shooting problems that arise in the arraignment parts.

### SECONDARY DUTIES/RESPONSIBILITIES

- Other duties as assigned

### TRAINING AND QUALIFICATIONS

- Minimum of five years of practice as a criminal defense attorney, or comparable experience in a related area of practice.
- Comprehensive knowledge of criminal and constitutional law, statutory interpretation, and ethical principles contained in the Code of Professional Responsibility.
- Comprehensive understanding of the criminal justice system
- Ability to deal effectively with a broad range of individuals
- Excellent oral and written advocacy skills and organizational skills

### HOW TO APPLY

If you wish to be considered for this position, submit a cover letter and resume to the contact person listed below.

<b>Contact Person:</b>	Coleen Hall	<b>E-mail:</b>	Chall@legal-aid.org
<b>Contact #:</b>	N/A	<b>Fax #:</b>	(646) 616-4568

**The Legal Aid Society is an Equal Opportunity Employer – Women, People of Color, Gays and Lesbians, Transgender People, Veterans and people with disabilities are encouraged to apply.**