



Our Future Starts With *You!*

POSITION Director of the Regional Immigration Assistance Center

DEPARTMENT Regional Immigration Assistance Center

SALARY RANGE \$100,000-\$122,604

WORK LOCATION Albany, NY

BENEFITS

Paid Time Off

Health, Dental, Vision, & Hearing

Tuition Reimbursement

NYS Retirement

Employee Assistance Program

Subsidized Daycare – Little Sprouts at Shaker Place

DESCRIPTION

Under the general direction of the County Executive, the Director of the Region 3 Regional Immigration Assistance Center (RIAC) oversees the administration and services of the office. RIAC 3 is part of a statewide network that advises public defense attorneys and assigned counsel on the immigration consequences of their non-citizen clients' involvement in the criminal and family court systems and works with attorneys on developing defense strategies that can ameliorate these immigration consequences. The incumbent is responsible for all complexities of the office including administering all grants, providing expert legal consults and conducting certified Continuing Learning Education (CLE) training for the Region 3 RIAC providers of mandated representation. The incumbent is responsible for all aspects of the office and will work to increase public awareness of the RIAC and to ensure that relevant information is readily available to providers of mandated representation. Does related work as required.

MINIMUM QUALIFICATIONS

Graduation from an accredited law school and three (3) years of experience in the practice of law with a focus on immigration preferred, including or supplemented by two (2) years of experience in an administrative capacity in a law office.

SPECIAL REQUIREMENT

Possession of a license to practice law in the State of New York.

Please submit a resume and cover letter with application

POINT OF CONTACT FOR INQUIRIES

Jessica.sankey@albanycountyny.gov



Daniel P. McCoy
Albany County Executive