



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Job Opening Assistant Public Defender Schuyler County

LAST DATE TO FILE: Applications accepted until vacancy is filled. Review of applications will begin immediately.

SALARY: Commensurate with experience with average range of \$76,939 - \$96,174, plus excellent benefit package.

HOW TO APPLY: At the present time, there is one full time opening in the Schuyler County Public Defender's office. No Civil Service examination will be required. Interested applicants must submit a Civil Service application, resume, a writing sample, and three letters of reference to the Schuyler County Civil Service office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891.

RESIDENCY REQUIREMENT: Incumbents in this position are required to be residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county upon taking office and remain so during the entire term of appointment.

JOB DESCRIPTION: This is professional legal work involving responsibility for representing indigent defendants as assigned by the Public Defender. Work involves representation of the defendants through every stage of proceedings following arrest through and including any appeals. In addition to actual representation, employees in this class assist the Public Defender in the investigation, preparation, conduct, and appeal in various court and legal proceedings involving indigent defendants. Work is performed in accordance with guidelines provided in law. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes court appearances with defendants for arraignments, pleas, sentences, bail review, court conferences, and pre-trial motions;

Interviews clients and witnesses to obtain facts;

Prepares defense of clients;

Drafts letters to clients, witnesses, courts, and District Attorney;

Prepares motions, briefs, and memorandums of law;

Consults via telephone with clients, witnesses, other attorneys, District Attorney's office, and judges;

Reviews documents;

Researches case and statutory law in order to prepare adequate defenses and motions;

Travel to various courts for appearances with clients.

MINIMUM QUALIFICATIONS: Must be licensed to practice law in New York State and have at least five years of experience in litigations in Criminal and/or Family Court.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
Schuyler County...An Equal Opportunity/Affirmative Action Employer

Date Issued: April 26, 2023