

**Please Post Conspicuously**

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Public Defender's Office**

**Assistant Public Defender**

**\$99,317 - \$121,388**

**DATED: March 21, 2024**

**LAST DAY FOR FILING: April 4, 2024**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important professional legal work involving the responsibility for representing indigent defendants and respondents as assigned by the Public Defender. Work involves representation of the defendants and respondents through every stage of proceedings following assignment by a Court 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 by law.

**TYPICAL WORK ACTIVITIES:**

- Represents and counsels defendants and respondents at every stage of proceedings following assignment by a Court;
- Initiates such proceedings as are necessary to protect the rights of the accused;
- Assists the Public Defender in the preparation of various court proceedings;
- Confers with defendants, respondents, law enforcement offices, judges and district attorneys concerning individual cases;
- Supervises administrative and clerical employees in connection with the preparation of cases and the maintenance of appropriate records.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the principles and practices of criminal and family law; good knowledge of court procedures and the rules of evidence; demonstrated skill in the preparation of briefs and in the presentation of a case before a Judge or jury; ability to analyze, appraise and apply legal principles, facts and precedent to legal problems; initiative; tact; good professional and administrative judgment; and good interpersonal skills..

**MINIMUM QUALIFICATIONS:** Duly licensed to practice law in the State of New York.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for admission to practice as an attorney and counselor at law before the courts of the State of New York at the time of application for appointment. Admitted to the Bar of the State of New York at the time of appointment, a certificate of good standing, and proof of registration is required at time of appointment

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com)