

Please Post Conspicuously

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:
Public Defender's Department**

Legal Fellow

\$77,231 - \$94,394

DATED: March 16, 2025

EXTENDED LAST DAY FOR FILING: April 11, 2025

EOE

DISTINGUISHING FEATURES OF THE CLASS: This is an important entry level professional legal position involving the responsibility of representing indigent clients in Otsego County Family Court as assigned by the Public Defender. Work involves representing indigent clients through every stage of proceedings, working collaboratively with members of the Public Defense Team. The Legal Fellow will be a Law school graduate who has either not taken the Bar exam and/or has not yet been admitted to practice law in any state. This position is a one-year legal fellowship designed for those individuals who have completed their JD and is seeking legal experience. Work is performed under the direct supervision of the Assistant Public Defenders and the general supervision of the Public Defender. Performs other duties as assigned.

EXAMPLES OF WORK: (Illustrative only)

- Represents and counsels clients in family court proceedings;
- Works collaboratively with members of the Public Defense Team;
- Files motions, memorandum, and conducts legal research as needed;
- Advocates for clients in court;
- Initiates proceedings as necessary to protect the rights of the clients;
- Delivers client-centered representation in all aspects of proceeding;
- Attends meetings as necessary to provide advocacy for client;
- Interviews clients and third parties;
- Works under the mentorship of experienced Public Defenders to develop litigation skills;
- Performs other duties as assigned.

FULL KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of legal research; good knowledge of the principles and practices of criminal and family law; good knowledge of court procedures and rules of evidence; demonstrated skill in the preparation of briefs and in the presentation of a case before a judge or jury; strong organizational skills and ability to manage multiple priorities; ability to analyze, appraise and apply legal principles, facts and precedent to legal problems; ability to establish and maintain effective working relationships with clients, defense attorneys, and co-workers; ability to communicate effectively both orally and in writing; ability to be tactful; ability to exercise good professional and administrative judgment.

MINIMUM QUALIFICATIONS: J.D. from an accredited law school at the time of appointment and be taking steps to be admitted to the New York Bar, or already be admitted to practice law in New York State.

Classification: Competitive (Full-time County Service)

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov.