

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Public Defender's Office
Intern (Law Student)

\$6,000 per semester

DATED: July 23, 2025

EXTENDED LAST DAY FOR FILING: August 29, 2025
EOE

DISTINGUISHING FEATURES OF THE CLASS: Otsego County's internship program is designed to introduce high school, college, and graduate students to public service and to provide the students with work experience that is relevant to their chosen careers. Interns are assigned work projects in their field of study or interest, in accordance with their educational level. Internships are not intended to last more than two (2) years. Interns generally work part-time during the school year, but may work full-time when school is not in session. The work of an intern is performed under direct supervision, with frequent review and mentoring by a professional in the chosen field. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Conducts research on assigned topics, at the level appropriate for the intern's educational level;
- Meets with or interviews staff, community members, professionals in the assigned field, etc. to obtain information relevant to assigned project;
- Gathers information related to assigned project via telephone, written correspondence, internet, etc.;
- Prepares narrative or written reports on assigned projects;
- Attends meetings with mentoring professional, to observe and learn;
- Assists with general office work in assigned department, to obtain knowledge and understanding of departmental functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Familiarity with the function of the department to which assigned; ability to learn principles, concepts, procedures and policies used by the department to which assigned; ability to understand and carry out oral and written instructions; ability to communicate effectively with others, both orally and in writing; analytical abilities; ability to successfully work with and serve a diverse local community; initiative; desire to learn; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Candidates must be currently enrolled in law school and must have completed at least two (2) semesters

CLASSIFICATION: Non-Competitive

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