

PLEASE POST CONSPICUOUSLY

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**  
**Public Defender's Office**  
***Special Assistant to the Public Defender***  
**\$60,057 - \$73,403**  
**DATED: March 20, 2026**  
**LAST DAY FOR FILING: March 26, 2026**  
**EOE**

**DISTINGUISHING FEATURES OF THE CLASS** The work involves responsibility for assisting the Public Defender with the clerical and administrative duties of the department. The incumbent will perform a variety of duties using computer applications and software programs, prepare confidential correspondence, provide services and information to attorneys in and out of the office, the general public, clients, and other county departments. The incumbent will assist in preparation of the department budget and coordinate all purchasing and contracts for the department. The incumbent will work under the direct supervision of the Public Defender with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. The incumbent must exercise professional judgement, maintain confidentiality, and be courteous at all times.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Prepares confidential correspondence on matters where both policies and procedures have been defined, and where brief explanation is provided;
- Performs a variety of duties using various computer and software programs;
- Maintains accurate case management statistics by utilizing Public Defender Case Management System (PDCMS);
- Maintains confidential client files;
- May act as liaison for the Public Defender among key individuals and agencies including state executive agencies, law enforcement agencies, and other counties and county departments, and elected officials;
- Prepares legal documents under the direction of the Public Defender;
- Files pleadings, motions, correspondence, etc. with the appropriate court;
- Assists in preparation of the departmental budget;
- Coordinates purchasing for the office, and manages contracts in contract management system;
- Attends meetings as directed by the Public Defender;
- Assists attorneys with CLE/training/conference registration and travel planning;
- May assist the Public Defender with meeting agendas;
- Receives, handles, distributes all incoming and outgoing mail;
- Answers telephone, coordinates schedule, ensures court coverage of attorneys;
- Receives callers and provides direct assistance or refers caller to another person in the department;
- Answers requests of various information from general public, attorneys, judges, court clerks, and clients;
- Performs other related duties as assigned by the Public Defender.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of office management terminology, techniques, practices, procedures of the Public Defender's Office; good knowledge of a wide variety of computer applications and software such as spreadsheets, word processing, and database application; knowledge of the principles of government organization, function, laws, and policies; knowledge of budget process and budget documents; ability to communicate effectively both orally and in writing; ability to maintain records and documents in

the organization and administration of office tasks; ability to prepare written correspondence; ability to deal effectively and professionally with all types of individuals; ability to handle highly confidential information.

**MINIMUM QUALIFICATIONS:** Either:

- a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher in Business Administration, Accounting, or Public Administration/Affairs, Human Services, Criminal Justice, or a related field, and one (1) year full-time experience in an administrative or higher level clerical position with responsibilities in drafting correspondence or maintaining case management program, or working in a legal office; OR
- b) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees, with an Associate's degree in Secretarial Science, Business Administration, Accounting, or a related field, and three (3) year full-time experience in an administrative or higher level clerical position with responsibilities in drafting correspondence or maintaining case management program, or working in a legal office; OR
- c) Graduation from high school or possession of a New York State equivalency diploma and six (6) years of full-time higher level secretarial or clerical experience as outlined in (a) and (b) above.

**NOTE:**

1. Successful completion of coursework in business administration, accounting, human services, criminal justice, or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours for related coursework as indicated above being equivalent to three (3) months of experience, up to half of the practical work experience required.

2. Transcripts may be submitted for fields described above to support an applicant's successful completion of course work in the fields or closely related fields as described in the minimum qualifications.

CLASSIFICATION: Pending submittal and approval of exempt jurisdictional classification by the NYS Civil Service Commission.

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