



Human Resources & Civil Service

7 Court Street
County Office Building, Room 216
Belmont, New York 14813
Ph: (585) 268-9212

Career Opportunity Assistant Conflict Defender

Salary \$70,700 - \$100,750/year

Allegany County is seeking qualified candidates for the position of Assistant Conflict Defender. This is a full-time (7 hours per day) position with an annual salary of \$70,700 - \$100,750. Employment with Allegany County offers excellent benefits including affordable health insurance and membership in the New York State retirement plan.

Assistant Conflict Attorneys are appointed by the Allegany County Conflict Defender.

Conflict Defender's Office

This is professional work involving responsibility for representing indigent persons as assigned by the Conflict Defender. Work involves representation of indigent persons through most stages of criminal and family court proceedings, including the filing any notice of appeals. In addition to actual representation, employees in this class assist the Conflict Defender in the investigation, preparation of cases in various courts and legal proceedings involving indigent persons. Work is performed under the general direction of the Conflict Defender and in accordance with guidelines provided in law. Does related work as required.

Good knowledge of principles and practice of applicable New York State statutes, rules and procedures; good knowledge of court procedures and the rules of evidence; skill in the preparation of briefs and the presentation of a defense before a jury; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; ability to express arguments of the law, clearly and concisely; ability to communicate effectively, both orally and in writing; ability to maintain satisfactory working relationships with other county officials, policy agencies, attorneys and the public.

Duties include, but are not limited to:

- Prepares cases for hearings and trials, prepares briefs, secures evidence and conducts investigations
- Represents and counsels indigent persons at each stage of proceedings
- Initiates such proceedings as are necessary to protect the rights of the indigent person
- Corresponds with referral and intervention social agencies to arrange for client counseling and/or in-patient treatment as component of negotiated dispositions
- Confers with indigent persons, law enforcement officers, counsel for the child, caseworkers, counselors, judges, prosecutors and other relevant individuals as appropriate concerning individual cases
- May be required to appear in local courts as needed to provide representation at arraignments that occur both during and outside of normal business hours.

QUALIFICATIONS: License to practice law in the State of New York.

Special Requirement: Valid Driver's License and access to reliable transportation.

Applying

Please submit your resume, cover letter, references, and a copy of your attorney's license to:

Allegany County
Department of Human Resources & Civil Service
7 Court Street, County Office Building
Belmont, NY 14813