



## **Human Resources & Civil Service**

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

### **Career Opportunity – Assistant Public Defender**

**Salary \$70,700 - \$100,750 annually**

Allegany County is seeking qualified candidates for the position of Assistant Public Defender.

Employment with Allegany County offers excellent benefits including affordable health insurance and membership in the New York State retirement plan.

This is professional work involving responsibility for representing indigent persons as assigned by the Public 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 Public 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 Public 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.

#### **Typical Work Activities**

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.

An Assistant Public Defender in the Allegany County Public Defender's Office will represent clients in New York State's Southern Tier, approximately 90 miles south of Rochester and 75 miles southeast of Buffalo. This position involves conducting arraignments in the Justice Courts in the mornings, afternoons, evenings, and/or on an on-call basis during the week and some holidays. These duties will be shared with another Assistant Public Defender on a rotating basis. Representation also involves litigating criminal matters in some of the 30+ Justice Courts throughout the County and in the combined County and Supreme Court Complex. In addition to focusing on first appearance representation, you will be expected to meet with clients, make referrals, write motions, conduct evidentiary hearings and jury trials, advocate for sentences and negotiate dispositions with the District Attorney's Office, the Department of Social Services and the Department of Corrections and Community Supervision. This Position starts by handling violations and misdemeanors and can quickly progress to handling more complex felony matters with the assistance of another more experienced Assistant Public Defender.

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

**Special Requirement:** Valid Driver's License and automobile.

### **Applying**

Please submit a civil service application along with your resume, cover letter, references to:

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