



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: PUBLIC DEFENDER

SALARY: \$125,876 – \$174,242 annually

LOCATION: Monroe County Public Defender's Office

JOB SUMMARY:

- Ensures the provision of high quality legal representation to indigent clients in Town and Village Courts, City Court, County and Supreme Court, the Appellate Division, the Court of Appeals, Family Court and parole proceedings, and that such services are provided in accordance with the requirements of State and Federal Constitutions, State and Federal Law, and New York's ethical rules, the Rules of Professional Conduct;
- Supervises and manages an office of 153 employees: (101) attorneys, investigators, support staff including highly experienced Criminal, Family Court and Appellate staff;
- Consults with and advises staff on legal issues relating to representation, motions, hearings, trials and appeals;
- Plans, organizes, directs, and manages the day-to-day operations of the Monroe County Public Defender's Office;
- Promotes and implements policies of diversity, equity and inclusion within the office and when hiring staff;
- Oversees an annual office budget, which in 2022 is anticipated to be approximately \$8.7 million operating budget from Monroe County, \$5,733,00 from the Office of Indigent Legal Services (ILS), three year additional grants from ILS, and other competitive grants and funding;
- Develops office policies, guidelines, practices and procedures;
- Applies for grant opportunities at State and Federal level, including writing grant narratives and budgets;
- Ensures compliance with reporting obligations to grant and other funding organizations;
- Administers multi-year grant awards/programs including reporting to the State and Federal government;
- Implements Diversity Action Plan;
- Participates in criminal justice/criminal defense and anti-poverty boards and organizations;

- Creates and represents the Public Defender's Office at Community Events/Forums and represents the Monroe County Public Defender's Office to the Monroe County community;
- Participates in advocacy to the State and Federal levels of government surrounding criminal justice issues;
- Maintains professional relationships with the Sheriff's Office, the District Attorney's Office, the Conflict Defender's Office, judges and court staff, the Monroe County Bar Association, and other legal entities within the greater Monroe County area while continuing to advocate for the rights of clients represented by the office;
- Presents Annual Report to County Legislature;
- Represents the Public Defender's Office at Monroe County Committee and Legislature meetings;
- Interviews recommended attorney candidates from internal hiring committee and hires staff;
- Maintains Continuing Legal Education Accreditation;
- Provides ethics training and ethical guidance to staff attorneys;
- Responsible for the selection, training, evaluation, promotion and termination of attorneys and other PD staff;
- Monitors and maintains caseload guidelines as set forth by the Office of Indigent Legal Services;

CHARACTERISTICS OF THE IDEAL CANDIDATE:

1. The Public Defender shall be an attorney duly licensed to practice law in the State of New York and admitted to practice in all courts within the scope of the plan.
2. The Public Defender must have thorough knowledge of the law relating to criminal defense including the New York State Penal Law, New York Criminal Procedure Law, and New York Case law.
3. The Public Defender must have an ability to work with the judges, criminal lawyers, court administrators, other persons within the criminal justice system, and court officials.
4. The Public Defender must have Extensive legal and supervisory experience. The ability to effectively manage staff attorneys and other employees of the office.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: January 14, 2022

Posting Deadline: March 31, 2022