



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:** PUBLIC DEFENDER ASSISTANT GRADE II

**SALARY:** \$71,066 - \$98,372 annually

**LOCATION:** Monroe County Public Defender's Office

### **JOB SUMMARY:**

This is a responsible position in the Public Defender's Office that involves legal representation of indigent persons entitled to public defense. These employees are assigned to three areas of defense: family, appellate and criminal court. The work involves investigating and preparing Court Cases, preparing of appeals for those defendants for whom an appeal seems advisable, interviewing of clients and related persons and appearing in court on a regular basis. General supervision is received from the Public Defender and the Special Assistant Public Defender. Supervision of others is not a responsibility of this class. Does related work as required.

### **CHARACTERISTICS OF THE IDEAL CANDIDATE:**

1. The Public Defender Assistant Grade II 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 Assistant Grade II must have an ability to work with the judges, lawyers, court administrators, other persons within the court system, and court officials.

### **SPECIAL REQUIREMENTS:**

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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.

### **ADDITIONAL INFORMATION:**

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

### **RESIDENCY REQUIREMENT:**

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

**SEND RESUME, COVER LETTER AND WRITING SAMPLE TO:**

MONROE COUNTY PUBLIC DEFENDER'S OFFICE  
10 NORTH FITZHUGH STREET  
ROCHESTER, NY 14614

**Posting Date:** January 1, 2024

**Posting Deadline:** Until Filled