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: $75,576 - $104,615 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:
Residency is not required for this role. Candidate within Monroe County will be given preference

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An Equal Opportunity Employer

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 1, 2026

Posting Deadline: Until Filled

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