



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: PUBLIC DEFENDER ASSISTANT GRADE II

SALARY: \$61,909 - \$79,837 annually

LOCATION: Monroe County Public Defender's Office

JOB SUMMARY:

This position, located at the Public Defender's Office, is responsible for legal representation of indigent persons entitled to public defense. Employees are assigned to three areas of defense: family, appellate and criminal court. Duties involve investigating and preparing court cases, preparing appeals for defendants for whom appeals seem advisable, interviewing clients and related persons, and appearing in court on a regular basis. The employee reports directly to, and works under the general supervision of a Special Assistant Public Defender or other higher level staff member. 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:

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.

SEND RESUME, COVER LETTER AND WRITING SAMPLE TO:

TIMOTHY DONAHER, PUBLIC DEFENDER
MONROE COUNTY PUBLIC DEFENDER'S OFFICE
10 NORTH FITZHUGH STREET
ROCHESTER, NEW YORK 14614

Posting Date: February 19, 2020

Posting Deadline: Until filled