



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: SPECIAL ASSISTANT PUBLIC DEFENDER

SALARY: \$93,334 - \$101,989 annually

LOCATION: Monroe County Public Defender's Office

JOB SUMMARY:

This attorney position located in the Public Defender's Office serves as the Diversity Equity and Inclusion (DEI) Officer. The DEI Officer is a full time executive leadership position. The DEI Officer reports directly to the Public Defender and is responsible for leading the organization's strategic efforts toward creating a diverse, equitable and inclusive organization. Responsibilities involve overseeing hiring practices and recruits diverse candidates for staff positions; cultivates and promotes an inclusive work environment that encourages and supports cultural competency and racial equity; maintains a highly visible, responsive and effective social media identity that provides accurate, updated information regarding employment, office community events and criminal justice reform advocacy work; works collaboratively with the Training Coordinator to lead efforts to develop training programs for staff in the core competencies necessary to build equity and inclusion; collaborates with the Monroe County Department of DEI to develop a Diversity Action Plan that includes measurable goals, milestones, and outcome measures - tracking progress and refining the Plan as necessary to meet goals; represents the office as the DEI leader and lead the committees to forward DEI efforts within the office, Monroe County, and community. Does related work as required.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

1. The Special Assistant 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. Experience in criminal law preferred.
2. The Special Assistant Public Defender must have a deep understanding of the systemic and individual impacts of poverty and racial oppression, as well as experience with theories and strategies designed to address racism, sexism, classism, and other forms of bigotry and bias. Courage to bring awareness to issues of injustice, inequity, and discrimination internal and external to the office.
3. The Special Assistant Public Defender must have an ability to work collaboratively and be team-oriented with the ability to build relationships with all levels of leadership; solid presentation, verbal and written communication skills; ability to facilitate effective conversations about race, gender equity and inclusion; problem-solving skills with the ability to identify, quantify, interpret, and report statistical data for presentations to make recommendations that support diversity and equity reports; ability to handle confidential materials; two or more years' experience and a clear demonstrable record of workplace leadership in the DEI field.

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:

Jill Paperno, Acting Public Defender
Monroe County Public Defender's Office
10 N. Fitzhugh St.
Rochester, NY 14614

Posting Date: December 21, 2021

Posting Deadline: Until Filled