Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: TRIAL ASSISTANT (HELP PROGRAM)

SALARY: $45,551 - $60,217 annually

LOCATION: Monroe County Public Defender's Office

HELP PROGRAM:
Hiring for Emergency Limited Placement Program. This program streamlines the appointment process to allow Monroe County to hire diverse, qualified permanent employees quickly and without examinations.

JOB SUMMARY:
This position, in the Monroe County Public Defender's Office, is responsible for assisting attorneys in all aspects of criminal proceedings and trials, including pre-trial and post-trial preparation and investigation. The employee assumes direct responsibility for selected legal matters. This position reports directly to, and works under the general supervision of, a Public Defender Assistant Gr. II or higher level staff member. Supervision is not a characteristic of this class. Does related work as required.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) Satisfactory completion of an accredited paralegal training and instructional program and possession of a certification of completion*, plus one (1) year paid full-time or its part-time equivalent experience in drafting and composing legal documents in a law office setting; OR,

(B) Graduation with a Bachelor's degree and completion of at least one (1) year post graduate education in law; OR,

(C) Graduation with a Bachelor's degree, plus one (1) year paid full-time or its part-time equivalent experience as described in (A) above; OR,

(D) Graduation with an Associate's degree, plus three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR,

(E) Five (5) years paid full-time or it's part-time equivalent experience as described in (A) above; OR,

(F) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), (D), and (E) above.

*Candidates qualifying under (A) above must submit a copy of their certificate of completion at the time of application.

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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:
There is no residency requirement for this position. Preference may be given to Monroe County residents.

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: September 28, 2026

Posting Deadline: October 19, 2026

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