



# DEPARTMENT OF HUMAN RESOURCES

SCOT CHAMBERLAIN, DIRECTOR

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SARATOGACOUNTY.NY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

*Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.*

## **CAREER OPPORTUNITY**

### ***ASSISTANT PUBLIC DEFENDER (Family Court) Saratoga County Public Defender's Office***

**SALARY: \$96,071 Base (max achievable \$124,70, based on years of service with Saratoga County)**  
***\*\*Plus Excellent Benefits, Compensation Plan and NYS Retirement\*\****

This is professional work involving the provision of legal services to indigent persons in family court proceedings in the Saratoga County courts. Represents and provides legal counsel in all areas of family court proceedings, including but not limited to Article 10, child support/visitation/custody. Duties are performed under the administrative supervision of the Public Defender with significant leeway allowed in legal decisions necessary to effectively represent each assigned client. Supervision is not normally a function of this position. Does related work as required.

#### ***Typical work activities for this opportunity are... (\*Illustrative only)***

- Represents eligible indigent clients in specific local courts as assigned by Public Defender;
- Represents and provide legal services to any eligible indigent defendant or litigant appearing before a local court judge;
- Meets with clients at the County Correctional Facility as needed;
- Represents all clients at all court sessions;
- Engages in plea bargaining activities with the District Attorney or Assistant District Attorneys on behalf of clients;
- Provides legal advice in all areas of Family Court proceedings; including but not limited to Article 10, child support/visitation/custody/guardianship and domestic issues;
- Prepares a variety of related documents and reports as required in legal proceedings.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

#### ***Qualifications for this position are...***

Duly licensed to practice Law in the State of New York; **AND** at least one (1) year of relevant experience in a legal/law office as a practicing attorney.

#### **Qualified Candidates may submit their application & resume to:**

Personnel Officer – Civil Service Division  
Saratoga County Human Resources Department  
40 McMaster Street  
Ballston Spa, New York 12020

***Applications will continue to be accepted thru March 22, 2024 or until the vacancy has been filled***

**Application is required**, and available in the Human Resources Office or on our website: [saratogacountyny.gov](http://saratogacountyny.gov)  
Resume **may not** be substituted for Application. No Fax Submissions.

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquiries to the Human Resources Office.  
Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*