



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Public Defender's Office

Job Title: Assistant Public Defender (Family Court)

Salary Range: \$103,023 - \$132,504* (*Range based on years of service employed in title with Saratoga County)

Work Location: 40 McMaster Street, Ballston Spa NY 12020

Classification: Exempt (**No exam required**)

Job Description

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.

Minimum Qualifications...

Possession of a current license to practice law in New York State granted by the State of New York, and one (1) year of relevant experience in a law office attorney role.

Typical Work Activities (*Illustrative)

- Represents eligible indigent clients in specific local courts as assigned by Public Defender;
- Represent 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 above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted until the vacancy has been filled

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 your 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.