



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

### Saratoga County Public Defender's Office

- Job Title:** Assistant Public Defender (Criminal 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 legal work involving the provision of legal services to indigent persons in criminal court proceedings in the Saratoga County courts. Represents and provides legal counsel at every stage of proceedings, to qualified indigent persons charged with crimes, violations or offenses. 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;
- Required to meet with clients at the County Jail;
- Represents all clients at all court sessions;
- Engages in plea bargaining activities with the District Attorney or Assistant District Attorneys on behalf of clients;
- 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 through the date posted, or 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.*