



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Job Opening **Public Defender** Schuyler County

LAST DATE TO FILE: Applications accepted until position is filled.

SALARY: \$89, 602 - \$123, 203 dependent on experience with excellent benefit package ranging from \$8,243 - \$40,313 which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. Information on Management benefits can be found at <http://www.schuylercounty.us/DocumentCenter/View/4349/Management-Confidential-Handbook-?bidId=>

HOW TO APPLY: Submit Civil Service application, cover letter, resume, and three letters of reference, to the Schuyler County Civil Service office. ****A supplemental application will be provided by the Civil Service office as step 2 of the application process.**

VACANCY: At the present time, there is one full-time opening in the Schuyler County Public Defenders Officer. The appointee will be selected to fulfill the remainder of the current vacant appointment that runs until December 31, 2023 with option to a full four year appointment starting January 1, 2024. No Civil Service examination will be required.

RESIDENCY REQUIREMENT: Incumbents in this position are required to be legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county upon taking office and remain so during the entire term of appointment.

JOB DESCRIPTION: The Public Defender is responsible to provide counsel and represent the defendant at every state of the proceedings following their arrest and shall initiate such proceedings as in their judgement are necessary to protect the rights of the accused. In addition, the Public Defender shall represent, without charge, in a proceeding in family court or surrogate's court in Schuyler County, any person entitled to counsel pursuant to section two hundred sixty-two and section eleven hundred twenty of the family court act and section four hundred seven of the surrogate's court procedure act, or any person entitled to counsel pursuant to article six-C of the correction law, who is financially unable to obtain counsel. The work involves responsibility for directing the investigation, preparation and counsel of such person at every stage of the proceedings and shall initiate such proceedings as are necessary to protect the rights of such person and may prosecute any appeals if the facts and circumstances warrant such. In addition, the Public Defender may assign professional, technical and clerical personnel in the investigation, preparation, conduct and appeal in any court proceedings involving indigent persons. The work is performed under guidelines provided by law. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and administers the Office of the Public Defender;

Supervises assigned professional and clerical staff;

Prepares the budget for the operation of the office;

May secure the services of experts in various fields to assist in representing indigents;

Assigns counsel or attorneys for each indigent person;

Determines who is eligible for representation by the Office of the Public Defender and reviews for conflict of interest;

Represents and counsels indigents at every stage of the proceedings, including negotiations, trial preparation and courtroom proceedings;
Initiates such proceedings which are necessary to protect the rights of the indigent;
Prepares and processes any appeal which is warranted under existing circumstances'
Keeps records and makes reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the general structure of applicable New York State statutes, rules and regulations;
Thorough knowledge of the court procedures and rules of evidence;
Thorough knowledge of the procedures of filing and processing legal appeals;
Thorough knowledge of the accurate practices and procedures in presenting cases before court, Grand Jury and hearings;
Thorough knowledge of legal research practice, procedures and techniques;
Good knowledge of acceptable principles and practices of investigating cases, interviewing witnesses and preparation of witnesses;
Good professional and administrative judgement; physical condition commensurate with the demands of the position;
Good command of language;
Skilled in preparing trial motions and appellate briefs;
Skilled in presentation of a defense before a judge and jury;
Ability to assign, distribute and evaluate the work of attorneys, investigators and clerical staff in a manner that accounts for experience, qualifications, and workload and promotes quality representation;
Ability to make immediate and appropriate decisions on vital matters;
Ability to analyze facts and evidence;
Ability to present ideas clearly and effectively both orally and in writing;
Ability to cross examine witnesses and negotiate settlements of cases; ability to analyze, appraise and apply legal principles, facts and precedent to legal problems;
Responsible for finding funding opportunities for the organization and writing polished proposals to obtain grant money;
Exemplary management and leadership skills, ability to work with, motivate and supervise attorneys and support staff;
Demonstrated commitment to client-centered representation, with a focus on utilization of an inter-disciplinary approach to representation (i.e., effective utilization of non-attorneys professionals, including investigators, case workers, interpreters, etc.)
Initiative; tact; courtesy.

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MINIMUM QUALIFICATIONS: Must be licensed to practice law in New York State and have at least five (5) years of experience as a practicing attorney in the field of criminal law and/or Family Court, three (3) years of which in the aggregate must have involved extensive court appearance in the trial issues in such field. Additionally successful candidates will have skill and experience in office administration to include supervision of staff as well as development and monitoring of departmental budget.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
Schuyler County...An Equal Opportunity/Affirmative Action Employer

Date Issued: July 8, 2022