



Ontario County Department of Human Resources  
3019 County Complex Drive  
Canandaigua, NY 14424

[www.ontariocountyny.gov](http://www.ontariocountyny.gov) | (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB POSTING NOTICE

TITLE: [Student Intern](#)

DEPARTMENT: Ontario County Public Defender

RATE OF PAY: \$19.36/hour

TO APPLY: Visit <https://ontario-portal.mycivilservice.com/> to apply.

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The Ontario County Public Defender's Office is currently seeking applicants to fill a Student Intern vacancy.

### MINIMUM QUALIFICATIONS:

The Ontario County Public Defender's Office is looking for a student who has completed one (1) year of college study from a regionally accredited college or university with a major in business, engineering, finance, marketing, planning, public administration, human resources, nursing, criminal justice, statistics, or a closely related field AND must be currently enrolled full-time in an accredited college degree program at time of application.

The Ontario County Public Defender is the primary provider of mandated criminal representation in courts throughout the County. The Office also represents individuals with matters pending in Family Court, Appellate Courts, and assists individuals accused of violating the terms of their parole. We are seeking a student intern to work in a client-centered, collaborative environment. Applicants can be Law School students interested in a career in public defense, or undergraduate/graduate students seeking careers in Defense Investigation or client-based Social Work/Mitigation.

Potential assignments could include:

- Completing initial interviews with potential clients.
- Assisting attorneys with research and completing memoranda of law.
- Observing and assisting attorneys in Court.
- Assisting attorneys and investigators in reviewing case evidence.
- Assisting with defense investigations.
- Working on special projects related to current criminal legal system issues.

### QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.