

Assistant Public Defender

Starting Salary: - \$61,566-\$86,789 depending on whether admitted to practice law in New York State or pending bar results.
- increases to \$65,920-\$91,820/YR in November 2023
-Increases to \$69,269-\$96,411 in 2024

Typical Job Duties:

- Provide zealous legal representation of the highest caliber. Work collaboratively with office attorneys, social workers, defense investigators, and administrative staff. Promote a collaborative, client-centered office setting.
- Assist the Public Defender in handling a full caseload of criminal matters including arraignments, preliminary hearings, pretrial proceedings, hearings, and trials. Appear at criminal and administrative proceedings in the local, county, and state courts located within Ontario County.
- Handling first appearances in courts throughout Ontario County and the Centralized Arraignment Part.
- Assist the Public Defender in legal research in the preparation of pretrial motions and trial memoranda.
- Maintain accurate records and updated files.
- Represent clients accused of violating terms of their supervision in parole proceedings.
- Assist the Public Defender by maintaining frequent client contact by phone, paper correspondence, and performing routine visits to incarcerated clients.
- Work with defense investigators to ensure that cases are thoroughly investigated. Collaborate with office social work staff on behalf of clients in need of services.

Experience:

A satisfactory level of knowledge and understanding in the field and practice of criminal law. Prior experience in representing individuals in a Public Defender office or through an 18-b panel is preferred but not required. Trial experience preferred but not required.

Qualifications:

Shall have graduated from a regionally accredited college or university, or a New York State registered college or university with an undergraduate degree, followed by a Law Degree from an accredited Law School. Shall be admitted to the practice of law in the state of New York, and shall be continuously admitted throughout the term of service as the Assistant Public Defender. The Assistant Public Defender shall hold no other public or political office, and shall devote full working time to the county, and shall be a resident of Ontario County during the term of service, or shall become a resident of Ontario County within a reasonable period following commencement of service.

Type of license or certificate required:

Juris Doctorate (JD) and admitted to the New York State bar; JD and pending bar exam results/admittance to the New York State bar; or a Master of Laws (LLM) and pending bar exam results, having otherwise met all requirements for admission to the New York State bar.