



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

www.co.ontario.ny.us ~ ~ (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 OPENING NOTICE

JOB POSTING #: 23-046 POSTING DATE*: FROM: 11/21/23 TO: 12/10/23

JOB TITLE: Assistant Conflict Defender

RATE OF PAY: 2024 starting: \$96,411- \$113,784/ year

LOCATION: Ontario Conflict Defender's Office

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

See attached.

APPLICATION DEADLINE / LAST FILING DATE*: 12/10/23

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/22/2020

Description of Duties

The Ontario County Office of the Conflict Defender utilizes a client centered approach to representation of the indigent in criminal and collateral proceedings focusing on interdisciplinary resources to achieve the best outcome for the clients we serve. In that capacity, the Assistant Conflict Defender (ACD) shall assist the Conflict Defender in handling a monitored caseload of criminal matters from arraignments, preliminary hearings, pretrial proceedings, and hearings to trials. The ACD shall also assist the Conflict Defender in investigations, witness interviews and in legal research in the preparation of pretrial motions and trial memoranda, along with consistently maintaining accurate records and files, and shall also appear in criminal and administrative proceedings in local, county and state courts located within Ontario County. Maintaining frequent client contact including routine jail visits is required.

Experience

A satisfactory level of knowledge and understanding in the field and practice of criminal law. Possession of a valid NY driver's license and at least 18 years of age.

Essential Knowledge, Skills and Abilities

The candidate 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, or equivalent education for admission to the New York State Bar. The candidate shall also be admitted to the practice of law in the State of New York, and shall be continuously admitted throughout the term of service as an Assistant Conflict Defender. The Assistant Conflict Defender shall hold no other public or political office, and shall devote full working time to Ontario County. Residency within Ontario County is not required.