



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 #: _____ **POSTING DATE*:** FROM: _____ TO: _____

JOB TITLE: _____

RATE OF PAY: _____

LOCATION: _____

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

APPLICATION DEADLINE / LAST FILING DATE*: _____

* 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

Assistant Public Defender Job Description

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. Multilingual individuals are strongly encouraged to apply. The Assistant Public Defender shall hold no other public or political office, and shall devote full working time to the county.

Type of license or certificate required:

Juris Doctorate and be admitted to the New York State Bar.