



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

SENIOR ASSISTANT CONFLICT DEFENDER

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.

MINIMUM QUALIFICATIONS: Possession of a license and current registration to practice law in the State of New York, AND at least six (6) years of experience as an attorney representing clients in all aspects of family and matrimonial law including complex cases and/or with difficult clients, AND other qualifications as the Conflict Defender may prescribe.

SPECIAL REQUIREMENT: License to practice law in the State of New York must be maintained in good standing throughout the course of employment.

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work of a complex nature involving responsibility for providing legal representation to indigent clients in criminal and related proceedings where the Public Defender has a conflict of interest, including preparing and presenting cases from arraignment through motions, hearings, trials, and appeals. Additional responsibilities include administrative and supervisory responsibilities with regard to a specific area of practice within the Conflict Defender's Office, as determined by the Conflict Defender, including mentoring, coaching, and supervising subordinate attorneys and staff. The Senior Assistant Conflict Defender functions as a bureau head and is distinguished from the First Assistant Conflict Defender in the scope of responsibilities, which include management and oversight of a limited number of staff, matters, and functions. This is an appointed position in which the incumbent serves under the direction of the Conflict Defender or designee with wide latitude in the exercise of independent judgment in applying legal knowledge to specific problems and taking appropriate legal action. Incumbent at all times serves at the pleasure of the Conflict Defender. Supervision is exercised over professional and clerical employees and a specific and designated area of expertise. Work may require the incumbent to be on-call at nights and on weekends and ability to travel throughout Ontario County. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Conflict Defender with the planning, directing and management of all major activities and functions within a designated practice scope in the Conflict's Office;

Directs, coordinates, and administers the assignment of conflict cases within a designated work area, including cases referred for representation or assignment to the Assigned Counsel Panel;

Provides direct supervision of the legal training, document review, trial preparation, and work product of subordinate attorneys to ensure effective legal competency;

Ensures procedures are in place for proper preparation of trial ready cases;

Consults with other criminal justice agencies, as appropriate, including courts, probation, assigned counsel, treatment providers, and other criminal justice agencies, to ensure effective client representation and efficient case processing;

Represents indigent clients in criminal and related proceedings in local, county, and higher courts, including hearings, trials, motions, and appeals, as necessary;

Prepares cases for trial, conducts legal research, drafts motions and legal memoranda, evaluates cases, negotiates dispositions, and discusses complex or sensitive matters with the First Assistant Conflict Defender or Conflict Defender, as appropriate;

Researches points of law and rules of evidence to assist attorneys in the development of defense strategies and effective advocacy;

Assists with appeals, as needed, on cases within the Conflict Defender's office;

Provides direct supervision of the legal training, document review, trial preparation, and work product of subordinate attorneys to ensure effective legal competency;

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SENIOR ASSISTANT CONFLICT DEFENDER

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Conducts employee performance reviews, counselings, and recommends disciplinary actions to the Conflict Defender;
Identifies, manages and resolves unusual and/or sensitive issues and problems which affect the Conflict Defenders office;
Provides guidance and effective leadership to subordinate attorneys and staff;
Consults and coordinates with other County departments and service providers to ensure that both County and departmental goals are met while safeguarding client interests;
Responds to communications, answers correspondence and prepares reports related to conflict representation, assigned counsel matters, and office operations;
May act for and in the absence of the Conflict Defender;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job. Jobs in the Exempt Class, the duties are at the discretion of the appointing authority.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of duties, powers, and limitations of the Conflict Defender's Office;
Thorough knowledge of New York State substantive and procedural criminal law, Family Court Act provisions, and applicable court procedures;
Thorough knowledge of the organization, powers, and limitations of county government;
Thorough knowledge of criminal defense practice, including trial advocacy, motion practice, plea negotiation, and client representation;
Thorough knowledge of assigned counsel systems, conflict-of-interest principles, and eligibility standards for indigent representation;
Thorough knowledge of investigative techniques;
Thorough knowledge of legal ethics applicable to criminal defense and indigent representation;
Thorough knowledge of the principles and practices of supervision and training;
Good knowledge of the general functions and administrative activities of the Ontario County Department of Social Ability to prepare and maintain high levels of confidential information;
Ability to analyze information, appraise, and apply legal principles, facts, and precedence to legal problems in high pressure situations;
Ability to supervise subordinate staff and provide training and guidance, as appropriate;
Ability to effectively organize material;
Ability to interpret and apply legal principles and precedents to new and difficult legal problems;
Ability to establish and maintain effective working and interpersonal relationships;
Ability to provide direction and act as a resource to legal and subordinate staff;
Ability to effectively communicate in English, both orally and in writing;
Ethical conduct in the practice of law;
Sound professional judgment.

APPROVED: JANUARY 23, 2026

CIVIL SERVICE CLASSIFICATION: Pending Jurisdictional Classification (PJC) by NYS CSC - EXEMPT

JURISDICTION: ONTARIO COUNTY CONFLICT DEFENDER

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES