



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Stephen McNally  
Chairman of the Board

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**TITLE:** **ASSISTANT PUBLIC DEFENDER**

**SALARY:** *Compensation is competitive and based on experience*

**LOCATION:** Essex County Public Defender's Office, Elizabethtown

**BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 35 Hour work weeks (Monday-Friday)

**JOB SUMMARY:** Represent eligible indigent persons in all criminal proceedings before all trial level courts in Essex County, in addition to representation before all levels of appellate courts. Advise eligible clients concerning requested custodial interrogations by law enforcement consistent with NY and Federal Constitutional rights; Negotiate favorable disposition with district attorney's office; Prepare and try cases before all Essex County trial courts; Meet with clients who are incarcerated in the Essex County Jail; Shall initiate proceedings which may be necessary to protect the rights of such eligible indigent person; May prosecute any appeal when in her/his judgment the facts and circumstances warrant such appeal. Supervises assigned clerical staff.

Ability to quickly assume an active misdemeanor, felony, and appellate case load; Comprehensive knowledge of the general structure of New York State Criminal Procedure Law; Comprehensive knowledge of the rules of evidence; Comprehensive knowledge of applicable rules of professional responsibility; General understanding/knowledge of the procedures for filing and processing appeals; Thorough knowledge of Grand Jury proceedings and a defendant's rights with respect there to; Thorough knowledge of legal research practices, procedures and techniques; Ability to interview witnesses and prepare witnesses for testimony; Skill in preparing briefs, motions, and criminal court filings; Skill in presentation of a defense before a jury or judge; Ability to assign, distribute and evaluate the work of investigators and clerical staff in a manner conducive to high morale; Ability to make immediate and just decisions on vital matters; Ability to analyze facts and evidence; Ability to present ideas clearly and effectively both orally and in writing; Ability to cross examine witnesses and negotiate settlements of cases; Ability to analyze, appraise and apply legal principles, facts and precedent to legal problems; Good command of language; Initiative; Tact; Courtesy; Good professional and administrative judgment; Physical condition commensurate with the demands of the position.

(OVER)



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Essex County Dept. of Personnel & Civil Service  
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



[essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)



518.873.3360

**Essex County is an Equal Opportunity Employer**

**MINIMUM QUALIFICATIONS:** Applicant must possess a New York State Law Degree or J.D. (Juris Doctorate) and have completed and passed the New York State Bar and currently in good standing. Must Possess a Valid NY driver's license and be willing to frequently travel to local justice courts.

**Note:** *Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.*

**Additional Information:** Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

**Residency Requirement:** Must be a resident of Essex County or an adjoining County.

## ACCEPTING APPLICATIONS UNTIL POSITION HAS BEEN FILLED



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