

# NOTICE OF VACANCY

**DEPARTMENT:** Public Defender - Civil Division

**TITLE:** Assistant Public Defender

**GRADE/SALARY:** Assistant III - 37P - \$61,717 plus Excellent Benefits  
Assistant II - 41P - \$71,000 plus Excellent Benefits  
Assistant I - 46P - \$85,389 plus Excellent Benefits

## **THIS IS AN EXEMPT CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position assists the Public Defender or Civil Defender in the representation of indigent persons. An incumbent keeps abreast of all procedures and policies within his/her assigned office. This position organizes, examines, and coordinates materials and efforts related to either criminal or civil cases. The Assistant Public Defender shall not engage in any other practice of the law which, under rules established by the Public or Civil Defender, would interfere in any manner with the performance of his/her duties. This is an appointed position in which incumbents serve both under the general direction and pleasure of the Public or Civil Defender. Supervision is not usually a responsibility of this position. Incumbent performs related work as required.

## **MINIMUM QUALIFICATIONS:**

**Assistant Public Defender I:** Admission to the Bar of New York State **AND** four (4) years of experience in the public or private practice of law **OR** 36 months experience as a full time Assistant Public Defender II

**Assistant Public Defender II:** Admission to the Bar of New York State **AND** two (2) years of experience in private or public practice of law **OR** eighteen (18) months as a full time Assistant Public Defender III

**Assistant Public Defender III:** Admission to the Bar of New York State

**NOTES:** Must provide a certificate of Good Standing from the Appellate Division annually and within sixty (60) days of birthday

## **SPECIAL REQUIREMENTS:**

1. Must possess good standing with the Appellate Division.
2. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

## **REQUIRED TO SUBMIT:**

1. A Certificate of Good Standing from the Appellate Division of admission. Must remain current throughout appointment;
2. A complete resume including elementary education and all employment, listing employers' addresses and telephone numbers;
3. Three (3) references with addresses and telephone numbers;
4. A writing sample;
5. A copy of a valid NYS driver's license;
6. A completed Oneida County Application.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** December 31, 2022

**\*\*Oneida County is an equal opportunity employer\*\***

01/01/2022