

# NOTICE OF VACANCY

**DEPARTMENT:** Public Defender – Criminal Division

**TITLE:** Assistant Public Defender

**GRADE/SALARY:** 36P - \$55,659 – Assistant III plus Excellent Benefits  
41P - \$66,201 – Assistant II plus Excellent Benefits  
46P - \$79,633 – Assistant I plus Excellent Benefits

**THIS IS AN EXEMPT NON-TESTED 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 I Level :** Admission to the Bar of New York State AND four (4) years experience in the public or private practice of law OR 36 months experience as a full time Assistant Public Defender II.

**Assistant II Level:** 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 III Level:** 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.

**APPLYING ONLINE:** Please click the link below and go to the current vacancies tab to find this vacancy.

<https://oneida-portal.mycivilservice.com/>

**APPLYING WITH PAPER APPLICATION:** Blank paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building and either mailed or hand delivered once completed to:

Oneida County Department of Personnel  
Joseph M. Johnson, Commissioner  
800 Park Ave  
Utica, NY 13501

You may also request a paper application to be mailed to you by calling 315-798-5726.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** March 10, 2021

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