



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Public Defender (Civil)

CIVIL SERVICE TITLE: Assistant Public Defender

CLASSIFICATION TYPE: Exempt

SALARY (GRADE): Assistant I - \$94,593 (46P) Plus Excellent Benefits
Assistant II - \$78,699 (41P) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2024

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



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: Candidates must meet the minimum qualifications at time of application. Either:

Assistant Public Defender I: Admission to the Bar of New York State **AND** four (4) years of experience in private or public practice, **OR** four (4) years of experience as an Assistant Public Defender, **OR** an equivalent combination of same.

Assistant Public Defender II: Admission to the Bar of New York State.

DOCUMENTATION REQUIRED TO SUBMIT WITH APPLICATION:

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.

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.

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

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

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 01/01/2024