



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Public Defender - Criminal

CIVIL SERVICE TITLE: Law Associate (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$56,346 (30P) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2025

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



DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work involving responsibility for assisting in the investigation, preparation, conduct, and appeal in various court and legal proceedings involving indigent defendants. The work involves extensive research and the preparation of legal documents. Work is performed in accordance with guidelines provided by law and under the direct supervision of a licensed attorney. The incumbent does related work as required.

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

Possession of Juris Doctor.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.
3. Upon approval of the Appellate Division, Fourth Judicial Department, may act as an Assistant County Attorney, Assistant District Attorney, or Assistant Public Defender by arguing motions, trying local criminal court matters, participating in calendar practice, and preparing appeals pursuant to Section 478 and 484 of New York State Judiciary Law.

****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: 09/15/2025