Greene County Public Defender

Job Announcement: Assistant Public Defender (2)

$107,123 to $122,648 annual salary

This position involves responsibility for representing indigent clients as assigned by the Public Defender. The incumbent will represent the client through every stage of court proceedings following accusation and arrest/filing of a petition and continuing through trial and post-conviction/disposition appeals. The incumbent shall handle various matters commenced in Criminal, Supreme and Family Courts, including investigation, research, motion practice, litigation, client advocacy, community outreach to promote a holistic defense and appellate matters. Work is performed under the general supervision of the Public Defender with wide leeway allowed for the exercise of independent judgment. Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:
Thorough knowledge of criminal law, family law, civil law, and court proceedings; Good working knowledge of judicial procedures and rules of evidence; Ability to interpret and apply the New York State and Federal criminal code, Family Court Act and the CPLR; Ability to communicate effectively through oral argument and in writing; Ability to reason quickly and logically in stressful situations; Ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion; Ability to analyze and organize facts to support legal arguments and theories; Ability to prepare for and present cases in court; Ability to establish and maintain effective working relationships; Ability to conduct legal research; Integrity; Initiative and resourcefulness.

MINIMUM QUALIFICATION: Admission to the New York State Bar and in good standing.

SPECIAL REQUIREMENTS: Must possess at the time of appointment and maintain throughout employment a valid New York State driver's license with access to transportation to meet travel requirements.

Submission of a Greene County employment application is **required** that shows you meet the minimum qualifications for the examination for this position. You are responsible for an accurate and clear description of your experience. ***You may include a resume, but do not substitute a resume.***

Applications can be obtained at: https://greenecountyny.gov/wp-content/uploads/2025/09/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2025.pdf

Qualified candidates should submit employment applications to the Greene County Human Resource Department, 411 Main Street, Catskill, NY 12414 or hr@greenecountyny.gov.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.