

NOTICE OF VACANCY

DEPARTMENT: Oneida County Public Defender – Criminal Division

TITLE: Assistant Public Defender (Criminal Division) – 3rd Assistant

GRADE/SALARY plus EXCELLENT BENEFITS: 36P - \$44,777

- This is a Civil Service non-tested position. Preference in appointment may be given to Oneida County residents.
- Oneida County offers an excellent benefits package including health insurance and membership in the New York State Retirement System.

DISTINGUISHING FEATURES OF THE CLASS: Assists the Public Defender in the representation of indigent persons, charged with crimes at all stages of a criminal proceeding; keeps abreast of all procedures and policies within the Public Defender's Office; assists the Public Defender in maintaining law files which may be useful in criminal defense work.

MINIMUM QUALIFICATIONS:

3rd Assistant Level: Admission to the Bar of New York State.

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.

MAIL APPLICATION TO: Oneida County Department of Personnel
John P. Talerico, Commissioner
800 Park Avenue
Utica, NY 13501

APPLICATIONS MUST BE RECEIVED NO LATER THAN: Applications accepted until the position is filled.

Blank applications may be picked up in Personnel – 3rd Floor of the Oneida County Building or downloaded and printed from our web site at www.ocgov.net, (click on Oneida County Department of Personnel). You may also call (315) 798-5726 and have an application sent to you.

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