



Our Future Starts
With *you!*

POSITION: Assistant Public Defender

DEPARTMENT: Albany County Public Defender's Office

SALARY RANGE: \$68,500-\$103,354

HOURS: 8:30am - 4:30pm, M-F

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

DESCRIPTION:

- Provide zealous representation in Albany's local and County courts;
- Engage in frequent court appearances and litigation, including arraignments, grand jury presentations, legal arguments, hearings and trials;
- Interview clients and their families;
- Visit clients at Albany County Correctional facility;
- Coordinate and collaborate with team members from our Office (investigators, criminal defense caseworkers, etc.);
- Conduct legal research and write pre-pleading letters, motions and pre-sentencing memoranda on behalf of clients;
- Provide effective oral advocacy in negotiations and arguments in criminal cases;
- Responsiveness and ability to communicate clearly with clients who are often under great stress;
- Other related duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from an accredited law school.

SPECIAL REQUIREMENT:

Possession of a license to practice law in NYS.

Please submit a resume, cover letter, writing sample, and unofficial transcripts with this application.

POINT OF CONTACT FOR INQUIRIES:

publicdefender@albanycountyny.gov

