



Our Future Starts  
With *you!*

**POSITION:** Alternate Public Defender Caseworker - Criminal Court

**DEPARTMENT:** Office of the Albany County Alternate Public Defender

**SALARY:** Up to \$70,000 commensurate with experience.

**LOCATION & HOURS:** 112 State Street, Albany, NY 12207, 8:30am - 4:30pm, M-F

**BENEFITS:**

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

**RESPONSIBILITIES:**

While working closely with Alternate Public Defenders, the Criminal Court Caseworker's primary role is to obtain documents, interview clients and any collect collateral contacts with the goal of gathering a life history to highlight mitigating circumstances such as mental illness, drug addiction, trauma and/or chronic poverty leading to a client's involvement in the criminal justice system. The Caseworker will then help advocate and/or draft pre-plea and sentencing memoranda requesting advocating for alternatives to incarceration, or a lesser sentence, based on mitigating factors. The Caseworker will evaluate clients and recommend alternatives, such as treatment programs. The Caseworker will fill out necessary paperwork to obtain and provide supporting documents to facilitate a client's interview with a treatment program and/or to assure a client's acceptance into such a program. They will also educate the client about treatment options and offer crisis intervention. The Caseworker provides essential information to attorneys about clients. Does related work as required.

**MINIMUM QUALIFICATIONS: *EITHER:***

A) Graduation from an accredited college with a Master's degree in Social Work or Social Welfare and possession of a valid New York State LMSW certification; *OR,*

B) Graduation from an accredited college or university with at least a Bachelor's degree in Criminal Justice, Human Services, Psychology, Sociology or a closely related field *AND* two (2) years of advocacy experience.

**SPECIAL REQUIREMENT:**

Must possess a valid NYS driver's license at the time of hire and maintain throughout employment.

**POINT OF CONTACT FOR INQUIRIES:**

Tina Sodhi, Esq.

Alternate Public Defender

Tina.Sodhi@albanycountyny.gov

