

WARREN COUNTY PUBLIC DEFENDER'S OFFICE
NOTICE OF VACANCY

ASSISTANT PUBLIC DEFENDER – FAMILY DEFENSE PRACTICE

The Warren County Public Defender's Office has an opening for an Assistant Public Defender ("APD") to engage primarily in family defense work. This APD will represent indigent parents, guardians, and caretakers who are named respondents in family court proceedings in Warren County. This APD will handle cases brought pursuant to various articles of the Family Court Act, including but not limited to custody petitions and modifications, establishment of paternity, child support matters, family offenses, determination of visitation schedules, custodial relocations, and terminations of parental rights. This attorney will conduct initial intake meetings with eligible clients, engage in factual investigation and legal research, employ motion practice, and litigate hearings and trials in Family Court. This position is supervised by the Public Defender and the Senior Family Court APD, who will provide guidance and mentorship in navigating family court practice. The attorney will also enjoy extensive flexibility to exercise independent judgment in crafting legal strategies for zealous client advocacy.

SALARY: **\$92,613** annually + benefits (12 paid holidays, sick time, personal days, 10 days' vacation, flexible working hours, potential for remote work, health insurance, pension, retirement plan, potential for Public Service Loan Forgiveness (PSLF), Continuing Legal Education (CLE) courses, and bi-annual renewals of NY law license).

RESIDENCY REQUIREMENTS: At time of appointment, candidate must EITHER be a resident of Warren County, OR of a county contiguous to Warren.

TYPICAL WORK ACTIVITIES:

- Represent and advise respondents at every stage of family court proceedings;
- Develop and maintain full family court client caseload;
- Prepare for and litigate hearings and trials in Family Court, including emergency hearings seeking family reunification where appropriate;
- Draft, file, and argue written motions seeking increased visitation, family reunification, and achievement of other client goals;
- Collaborate with other APDs and PD support staff to provide wholistic services and comprehensive legal assistance to clients who may be entwined in both criminal and family court proceedings simultaneously, and who may require specialized services;
- Meet regularly with supervisor to review case files and discuss strategies;
- Attend regular trainings and legal education courses to build litigation skills and develop substantive knowledge;
- Maintain consistent and open lines of communication with clients to ensure they are working towards goals which will help achieve their desired case outcomes; and
- Confer with Family Court judges, court attorneys, opposing counsel, and attorneys for the child to negotiate mutually agreeable settlement arrangements where appropriate.

QUALIFICATIONS:

- License to practice law in the State of New York at time of appointment;
- Strong desire to advocate on behalf of clients facing family separation;
- Exceptional interpersonal skills and willingness to work with clients in heightened emotional states;
- Excellent oral and written communication skills;
- Able to work collaboratively with interdisciplinary staff members within the Public Defender's Office and other County agencies where required;
- Capable of working independently, with the benefit of senior advisement and mentorship;
- Proficient at working in high stress environment, able to multitask, and maintain flexibility; and
- Possess strong organizational skills and the ability to manage a high-needs caseload, including the ability to prioritize tasks where requests and deadlines are often on short notice.

Interested candidates may submit a cover letter, resume, and list of references to:

Gregory V. Canale, Esq.
Warren County Public Defender
c/o Erin K. Komon, Esq.
Warren County Public Defender's Office
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