

WARREN COUNTY PUBLIC DEFENDER'S OFFICE
NOTICE OF VACANCY

ASSISTANT PUBLIC DEFENDER

The Warren County Public Defender's Office has an opening for an entry-level Assistant Public Defender ("APD"). This APD will represent indigent defendants assigned to the Public Defender's Office during every stage of legal proceeding following arrest and arraignment, through to final disposition, and potential appellate litigation. This APD will assist with fact investigation, legal research, motion drafting, plea negotiations, hearing and trial preparation, and preservation of issues for appeal. This position is supervised by the Public Defender and First Assistant PD, will receive guidance and mentorship from senior APDs, and will have extensive flexibility to exercise independent judgment in crafting legal strategies for high level client representation.

SALARY: **\$81,920** annually + benefits (12 paid holidays, sick time, personal days, 10 days' vacation, flexible working hours, potential for remote work, health insurance, pension, retirement plan, and potential for Public Service Loan Forgiveness (PSLF)).

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:

- Represents and advises defendants at every stage of legal proceedings following arrest;
 - Completes paperwork for opening new client files and submits arraignment paperwork to support staff within time limits provided;
 - Confers with defendants, law enforcement personnel, judges, and staff of the District Attorney's Office concerning individual cases;
 - Prepares cases for trial by conducting preliminary hearings, filing motions, preparing for and conducting pretrial hearings, evaluating case strategies, conducting legal research, plea-bargaining with Assistant District Attorneys;
 - Prepares for trial by researching rules of evidence, compiling trial binder of evidence, filing motions *in limine*, drafting questions for cross-examination of witnesses, and preparing defense witnesses for testimony;
 - Conducts jury trials from jury selection through verdict, with mentor to act as second chair to advise and guide APD;
 - Prepares and presents opening statements and summations, questions and cross-examines witnesses, retains experts to testify at trial;
 - Communicates with PD support staff members to ensure proper information concerning arraignments and the opening of assigned case files is correctly documented in PD's file database;
 - Completes accurate and thorough progress notes in case file throughout pendency of action;
 - Drafts post judgment motions, including motions to vacate judgment and sentence, submits reply briefs and argues motion in superior court.
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MINIMUM QUALIFICATIONS: Possession of license to practice law in the State of New York at time of appointment.

SPECIAL REQUIREMENTS: Possession of a New York State driver's license at the time of appointment, to meet the transportation needs of the position.

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
1340 State Route 9
Lake George, New York 12845
komone@warrencountyny.gov

Warren County is an Equal Opportunity / DEI Employer