

WARREN COUNTY PUBLIC DEFENDER'S OFFICE
NOTICE OF VACANCY

LAW INTERN

The Public Defender's Office currently has a vacancy for the position of Law Intern. This position is designed for law school graduates who are taking the steps necessary to be admitted to practice law in New York. Graduates looking to learn the skills necessary for criminal defense work, and who are studying for the bar exam, or awaiting exam results and character and fitness determinations from the Appellate Division, are all welcome to apply. The intern will render and perform legal services as authorized under sections 478 and 484 of the Judiciary Law, and in accordance with 22 N.Y.C.R.R. Part 805. The intern will conduct public defense related legal work based upon the current needs of the Public Defender's Office, and under the direct supervision of an attorney with the appropriate level of experience.

SALARY:

- **LAW INTERN:** \$74,865 annually + benefits (12 paid holidays, paid sick time, personal days, 10 vacation days, flexible hours, potential remote work when feasible, health insurance, pension, retirement plan, and potential for Public Service Loan Forgiveness ("PSLF")).

- **ASSISTANT PUBLIC DEFENDER (ENTRY LEVEL):** Upon passage of the New York State Bar Exam and admission by the Appellate Division as a licensed attorney, the Law Intern's **salary will increase to \$81,921**, and the Law Intern position will convert to an entry level Assistant Public Defender position, pending approval of the department head. The Public Defender will determine whether the appointee's performance as a law intern has met or exceeded the department's expectations, and if so, the intern will become an Assistant Public Defender with full latitude to practice without the need of direct attorney supervision.

TYPICAL WORK ACTIVITIES:

- Research legal issues and draft memoranda of law;
- Review case materials such as charging documents, supporting depositions and witness statements, law enforcement bodyworn camera footage, photographs, items seized pursuant to judicially issued search warrants, and Grand Jury transcripts;
- Assist attorneys in preparing cases for pretrial hearings and trial;
- Attend court conferences and assist with or participate in plea negotiations;
- Draft and file motion papers where appropriate under attorney supervision;
- Observe the various phases of a criminal action including arraignments, bail hearings, preliminary hearings, pretrial hearings, oral argument, jury selection, and jury trials;
- Communicate with clients and visit clients in custody at the county jail;
- Represent clients in basic court proceedings, such as arraignments, under direct supervision;
- Download and organize electronic discovery materials provided by the District Attorney's Office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES:

- Knowledge of New York State's Criminal Procedure Law and Penal Law;
- Familiarity with local criminal court procedures and New York's rules of evidence;
- Skill in drafting motion papers, briefs, and affidavits;
- Ability to conduct thorough and accurate legal research;
- Use of effective communication skills to establish rapport with clients;
- Ability to analyze, appraise, and apply legal principles clients' criminal matters;
- Ability to persuade others, both orally and in writing;
- Ability to establish and maintain positive working relationships in the office.

MINIMUM QUALIFICATIONS: Graduation from an accredited law school.

SPECIAL REQUIREMENTS:

- (a) Appointee must meet eligibility requirements specified in Jud. L. §§ 478 and 484, and 22 N.Y.C.R.R. Part 805; and
- (b) Must possess a valid New York State Driver's License or otherwise demonstrate an ability to meet the applicable transportation needs of the position, *e.g.*, ability to travel to various local courts throughout Warren County.

NOTE: The applicant's law degree must be awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department/Secretary of Education. If the degree was awarded outside the United States and its territories, the applicant must provide independent verification of the institution's equivalency to an accredited institution within the U.S. A list of companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>.

Interested candidates may submit a cover letter, resume, and 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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Warren County is an Equal Opportunity Employer