

# Personnel and Civil Service



## NOTICE OF VACANCY ASSISTANT PUBLIC DEFENDER

**Date of Issue: 08/01/23:** This is professional work involving responsibility for representing indigent persons as assigned by the Public Defender. Work involves representation of indigent persons through every stage of proceedings through and including any appeals. In addition to actual representation, employees in this class assist the Public Defender in the investigation, preparation, conduct, and appeal in various court and legal proceedings involving indigent persons. Work is performed in accordance with guidelines provided in law. Does related work as required.

The title of Assistant Public Defender is **Exempt** under Tioga County's Civil Service Rules. The appointee serves at the pleasure of the Public Defender. Pending a criminal background check\*, appointment may be made to this position.

**Status:** Permanent  
**Work Hours:** Part time, 17 hours / week  
**Salary:** \$38,624 – \$39,590 (2023 M/C); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Public Defender's Office

**Preferred Qualifications:** As determined by appointing authority. Preference given to candidates who are duly licensed to practice law in the State of New York.

**APPLY ONLINE** by using our "Online Application Tool":  
<https://www.tiogacountyny.com/departments/personnel-civil-service/>

**Apply by:** Applications will be accepted until the position has been filled.

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.