

Personnel and Civil Service

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NOTICE OF VACANCY SECRETARY TO PUBLIC DEFENDER

Date of Issue: 07/09/2025. This work involves responsibility for the independent performance of complex and confidential clerical and administrative support (includes: data entry for case management, conflict checks, processing of payment claims for all office expenses in accordance with County computer programs, rules and procedures) for the Public Defender, which requires knowledge of common legal terms used in the preparation of briefs and other legal documents. General supervision is received from the Public Defender although much of the routine work is done on an independent basis. The incumbent is responsible for clerical accuracy as to form and content and for the checking of citations and for explaining and interpreting proper legal procedures to attorneys and the general public. Leeway is allowed for the exercise of independent judgment in planning and carrying out assignments. Does related work as required.

The title of Secretary to 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: Full-time; 35 hours per week
Salary: \$42,981 - \$52,981 (2025 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 PREFERRED QUALIFICATIONS: Graduation from high school or possession of a high school equivalency **and either:**

- a. Possession of an Associate's degree from a regionally accredited or New York State registered college; and two (2) years of full-time (or the part-time equivalent) office clerical experience; **OR**
- b. Four (4) years of full-time (or the part-time equivalent) office clerical experience; **OR**
- c. Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

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.