



# JOB OPPORTUNITY

## Public Defender

<b>TO:</b>	All Departments
<b>FROM:</b>	Law Office
<b>DATE:</b>	9/3/2024
<b>SCHEDULE:</b>	8:30am - 4:30 pm
<b>SALARY:</b>	\$109,592 - \$119,480/Year Commensurate with experience
	Permanent
	Full Time
<b>JOB DESCRIPTION:</b>	<p>This professional attorney position is responsible for defending indigent clients in misdemeanor and felony cases. The Public Defender acts as the department head responsible for all aspects of the Public Defender's office, reviews law enforcement reports, evidence lists, defendant's criminal history, forensics reports, witness/victim statements, or any other documents that might be presented at trial, conducts legal research of federal laws, state statutes and County ordinances, interviews police officers, defendants, victims, witnesses and other interested or affected parties, develops trial strategy, appears at continued court proceedings, analyzes the probable outcomes of cases using knowledge of legal precedents, interpreting laws, rulings and regulations and negotiating settlements. Give directions to the Assistant Public Defenders and other office support staff if needed. The principal duties of the class are performed in a general office and courtroom environment. Due to the nature of this position, an employee may receive phone calls after normal working hours about legal issues that arise.</p>
<b>QUALIFICATIONS:</b>	<p>The requirements listed below are representative of the minimum knowledge, skill, and/ or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.</p> <p>Knowledge of:            Constitutional &amp; criminal law, criminal procedures, rules of evidence and ethics; Legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives; Applicable county, city state, and federal laws, statutes, ordinances, and codes; Legal research methods; Negotiation techniques and methods; English grammar, spelling, punctuation, and composition.</p> <p>Skill and Ability to:            Analyze, appraise, and organize facts, evidence, and precedents in determining the various aspects, alternatives, and possible outcomes of cases; Present material to opponents and develop an appropriate legal strategy; Appear without assistance in court and other judicial proceedings and present evidence, arguments, testimony, and witnesses before a judge or jury; Negotiate legal issues; Determine alternative courses of action, and possible courses of action of opponents; Present and argue cases and to handle unanticipated problems smoothly and effectively; Proficiently operate computers, software programs, such as Microsoft Office, or similar office software to create documents and other materials, maintain information, and generate reports.            Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels.            Follow verbal and written instructions.            Work independently and exercise initiative, with general guidance and supervision. Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies.            Maintain a professional demeanor at all times;            Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;            Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;            Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.            Maintain confidentiality.</p>

<b>APPLICATIONS:</b>	Mail to: Chemung County Executive's Office 203 Lake Street Elmira, NY 14902 Email to <a href="mailto:humanresources@chemungcountyny.gov">humanresources@chemungcountyny.gov</a> or Apply at: <a href="http://www.ChemungCountyNY.gov/Apply">www.ChemungCountyNY.gov/Apply</a>
<b>DEADLINE:</b>	<b>Until Filled</b>