



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta-Zury
Director of Human Resources

TITLE: PUBLIC DEFENDER ASSISTANT GRADE I (Family Court)

SALARY: \$81,570 - \$112,913 annually

LOCATION: Monroe County Office of the Public Defender

ORGANIZATION DESCRIPTION:

The Monroe County Public Defender's Office (MCPD) is charged with providing excellent representation to indigent individuals in family and criminal court. MCPD achieves its mission through:

1. Zealous advocacy with a focus on client-centered representation;
2. Recruiting and retaining a diverse staff that provides high quality representation;
3. Maintaining an inclusive and culturally competent work environment in which staff thrive;
4. Maintaining a commitment to racial justice and advocating for systemic change; and,
5. Building community partnerships that aid our ability to provide holistic representation.

DESCRIPTION OF DUTIES:

This Public Defender Assistant Grade I position is located in the Family Defense program of the MCPD. The attorney represents parents and others in abuse and neglect proceedings in Family Court, including termination of parental rights and other ancillary proceedings, and provides legal advice and counsel to parents being investigated by CPS. The attorney is part of an interdisciplinary team of attorneys, social workers and parent advocate, working together with clients in a holistic practice, the goal of which is to keep families together.

Duties include conducting emergency hearings, working with investigators, witnesses and experts as necessary for trial preparation, handling pre-trial motions and discovery, negotiations, drafting orders and interim appeals. Representation of clients in related custody, child support and/or family offense matters is required. The attorney regularly consults with clients and the interdisciplinary team to address clients' financial, housing, and other legal and/or service needs. The attorney reports directly to, and works under the general supervision of a Special Assistant Public Defender. Supervision of others is not a responsibility of this position.

A Public Defender Assistant Grade I must be an attorney duly licensed to practice law in the State of New York.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

The ideal Public Defender Assistant Grade I – Family Defense attorney possesses the following qualities:

1. Three (3) years of experience providing high-quality legal representation in child welfare family regulation cases in Family Court; and a desire to engage in exceptional advocacy on behalf of parents and families impacted by the family regulation system;
2. An ability to build relationships with clients, communicate clearly and effectively with them, and manage case files in an organized, independent manner;

CHARACTERISTICS OF THE IDEAL CANDIDATE (continued):

3. A commitment to racial diversity, equity, inclusion and antiracism, and a working knowledge of the racial and income disproportionality issues in the family regulation system;
4. An ability to work with the judges, lawyers, court administrators, other persons within the court system, and court officials.
5. Fluency in Spanish is desirable.

MCPD is an equal opportunity employer. People of color, women, people with disabilities, immigrants, veterans, lesbian, gay, bisexual, transgender people, and those with lived experiences in the communities we serve are strongly encouraged to apply.

ADDITIONAL INFORMATION:

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

SPECIAL REQUIEMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

Send Resume, Cover Letter and Writing Sample to:

Adele Fine, Esq. - Special Assistant Public Defender
Monroe County Public Defender's Office
10 N. Fitzhugh Street
Rochester, NY 14614
AFine@MonroeCounty.gov

Posting Date: January 1, 2024

Posting Deadline: Until filled