

# Greene County Public Defender Job Announcement: SENTENCE MITIGATION ADVOCATE/LEGAL SECRETARY

**Salary Range: \$49,194 to \$54,194 per year**

***This is a full-time, provisional appointment contingent upon Civil Service examination.***

This position involves specialized administrative work within the office of the Public Defender including coordination of client referral to treatment and alternate community services, the monitoring of clients' progress in treatment as well as preparation of memorandum for internal and external use regarding clients' progress in treatment and services. The incumbent will serve as the point of entry to facilitate client admission into the appropriate problem solving courts. This position also involves the drafting of memoranda for attorney's use and review including but not limited to sentencing memoranda. The incumbent will work to achieve mitigation of the consequences for clients' alleged criminal behavior on a case by case basis. The incumbent also performs secretarial and clerical tasks involving legal terminology and requires a general understanding of specific laws, rules, procedures, and policies in the preparation of legal briefs and instruments. Work is performed under the general supervision of the Public Defender or their designee with latitude allowed for the exercise of independent judgment in the technical details of the work. Does related work as required.

**REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND SPECIAL CHARACTERISTICS:** Good knowledge of mental health assessment and treatment services; Working knowledge of the criminal justice process; Working knowledge of social problems and social justice within the legal system; Working knowledge of, or the willingness to learn, the computerized information systems commonly used in a Public Defender's Office; Ability to prepare assessment reports and legal documents; Ability to establish an effective working relationship with attorneys, professional staff, members of law enforcement, and outside agencies; Ability to track client progress in community and mental health services; Ability to communicate effectively under stressful situations; Ability to interpret federal, state, and local laws affecting medical and health programs; Ability to manage a caseload of clients while able to meet all deadlines, legal or otherwise; Excellent written and verbal communication skills; Sensitivity to the reactions of others; Tact and courtesy; Good judgment; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **AND:**

- A. Possession of a Bachelor's Degree in Political Science, Criminal Justice, Social Work, Sociology, Psychology, or a closely related field;
- OR**
- B. Possession of an Associate Degree in Political Science, Criminal Justice, Social Work, Sociology, Psychology, or a closely related field and one (2) years of relevant work experience;
- OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENTS:** Must possess and maintain a valid New York State driver's license with access to transportation to meet travel requirements involving travel to parts of the county and state and occasional travel out-of-state.

Submission of a Greene County employment application is **required** that shows you meet the minimum qualifications for the examination for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume, but do not substitute a resume.**

**Applications can be obtained at:** [GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2024.pdf](#)

Qualified candidates should submit employment applications to the Greene County Human Resource Department, 411 Main Street, Catskill, NY 12414 or [hr@greencountyny.gov](mailto:hr@greencountyny.gov).

**Note:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen or face disqualification.