



## NIAGARA COUNTY JOB POSTING

### OPEN TO THE PUBLIC

TITLE/POSITION #: Confidential Assistant- Public Defender (part-time)

PAY RATE: \$25,000/yr

DEPARTMENT/DIVISION: Public Defender

WORK LOCATION: Lockport

STATUS: Permanent

DESCRIPTION: This position involves assisting the Public Defender in a wide variety of legal, administrative and responsible clerical functions. The position involves the performance of a variety of tasks requiring the exercise of independent judgment and a general understanding of legal procedures and administrative policies. The work also involves responsibility for assisting Public Defenders with the preparation of legal papers and assisting others in obtaining legal reference material. The incumbent works under the general direction of the Public Defender who assigns and directs work. This position requires a very high degree of confidentiality between the incumbent and department personnel due to the sensitive nature of information and activities. Leeway is allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Bachelor's Degree and six (6) months of paid office clerical experience which involved using a personal computer; OR
2. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with an Associate's Degree and two (2) years of paid office clerical experience which involved using a personal computer; OR

CONTINUED

**3. Four (4) years of paid office clerical experience which involved using a personal computer.**

**NOTE: Verifiable part-time experience will be pro-rated towards meeting the experience requirements**

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DATE POSTED: **10/21/2020**      DEADLINE: **11/03/2020**

**APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>**

**OR SUBMIT PAPER APPLICATIONS TO:**

**Niagara County Human Resources**

**111 Main Street – Suite G2, Lockport, NY 14094**

**Applications, Job Specifications, Job Postings & Exam  
Announcements can be found at:**

**<https://niagara-portal.mycivilservice.com/>**

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer