



Indigent Defense Coordinator

St. Lawrence County is in search of an attorney to serve as a Part-Time Indigent Defense Coordinator. This is an administrative position that involves responsibility for planning, developing, evaluating and administering a comprehensive Indigent Defense Program. The work is performed under guidelines provided by Article 18-b of County law. The incumbent makes eligibility determinations regarding the applications for legal counsel of indigent clients, assigns cases to participating attorneys, prepares timely reports for governmental entities on the performance of the program, maintains and evaluates the suitability of attorneys on the panels assigned for representation, and maintains case files and other complex records. Work is performed under general administrative supervision of the County Administrator with autonomous discretion in the performance of legal responsibilities. Performs related work, as required.

Salary Range (Full Time Equivalent): \$98,161 – \$134,312 per year

- Commensurate with experience.
- Salary pro-rated based on hours worked.
- Minimum of 20 hours per week required.

Status: Part-time, Salary Exempt.

Benefits: NYS Retirement, life insurance, Health Insurance or buy out, dental, vision, Public Service Loan Forgiveness eligibility, etc. as well as generous and prorated personal, vacation, sick and compensatory time.

MINIMUM QUALIFICATIONS: Must be admitted to practice law in the State of New York and three (3) years of full-time paid experience in the practice of law, one of which shall have been in an assigned counsel program.

Applications accepted until position has been filled and can be obtained from the St. Lawrence County Human Resources webpage: www.stlawco.gov or by contacting Human Resources at (315)379-2210.

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