



Legal Case Manager Public Defender

The Position

The Public Defender's Office is hiring for a **Legal Case Manager***. This position involves responsibility for performing a variety of professional services as they relate to Schenectady County's Family Court system. The incumbent in this position is responsible for supporting attorneys in providing legal services to clients and overseeing and coordinating the administrative and logistical aspects of legal cases. An employee in this position ensures that cases move forward efficiently under the direct supervision of an attorney. General supervision is received from the Conflict Defender or Public Defender with leeway given for carrying out the details of the work. The incumbent performs related duties as required.

*This position is part of the NYS Helps Program, and an exam may not be required.

Qualifications

- A) Possession of a Master's degree* in Social Work or a related field; OR
- B) Possession of a Bachelor's degree* in Social Work or a related field and two (2) years of experience in a human services agency which shall have involved assisting clients, gathering client information, writing reports, or conducting client interviews; OR
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

Possession of a valid New York State license to operate a motor vehicle or otherwise demonstrate your ability to meet the transportation needs of the position.

Salary

The annual starting salary for this position is \$64,479

How to Apply

Apply online at mycivilservice.schenectadycounty.com.



Schenectady County is committed to diversity, inclusion, and equal opportunity. It is our policy to provide equal employment opportunities to all people regardless of protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, or any other impermissible basis

Schenectady County offers exceptional benefits

Health Benefits

- Medical, Dental & Vision
- Prescription Drug
- Flexible Spending Accounts

Retirement and Savings Plans

- NYS Pension System
- 457(b) Deferred Compensation
- 529 College Saving Plan

Additional Benefits

- Paid Holidays
- Vacation, Personal, Bereavement, and Sick Leave
- Paid Family Leave for Bonding with Child
- Free Tuition at SUNY Schenectady and Tuition Assistance at other educational institutions
- Gym Reimbursement
- Free CDTA Bus Pass
- Employee Assistance Program

About Schenectady County

What makes Schenectady County different from other communities? We believe it's the people, working together to create a place that people want to live, do business, and visit to enjoy all that we have to offer. Schenectady County continues to think differently, looking for new and innovative ways to deliver the important programs and services that make Schenectady County unique.

Strong County leadership has helped foster cooperation among the various levels of government to reduce waste and eliminate duplication. Through intergovernmental cooperation, the County and our communities have saved hundreds of thousands of dollars and leveraged our combined resources and talents to secure additional federal and state funds to expand upon this highly successful endeavor.

Schenectady County is a community with a rich past and bright future. So many in our community have worked hard to make all of our success possible and have made Schenectady County a great place to work, live, and raise a family.

More information about Schenectady County and employment opportunities are available on the Schenectady County website at:

www.SchenectadyCounty.com.

Hon. Karen B. Johnson Branch
Schenectady County Public Library



Schenectady County Human Resources

620 State Street, 2nd Floor, Schenectady, NY 12305

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