

ALLEGANY COUNTY DEPARTMENT OF
HUMAN RESOURCES/CIVIL SERVICE

7 Court Street, Room 216
Belmont, New York 14813
Telephone: 585-268-9212 Fax: 585-268-9742

PROVISIONAL OPENING FOR
Investigative Case Assistant

There is a provisional opening in the Allegany County Public Defenders' Office for an Investigative Case Assistant.

Salary \$45,000/yr. plus benefits

The work involves responsibility for securing, verifying, and ascertaining facts relevant to services provided by the Public Defender's Office. The work is performed under the general supervision of the Public Defender or Assistant Public Defenders according to established procedures. Does related work as required.

Interviews witnesses to alleged crimes and family court offenses including the clients, complainants, friends and relatives of the defendant, police officers and other witnesses;
Assist in investigation of cases to include but not limited to visiting crime scenes and other places of relevance to the case;
Prepares written reports for use in evaluation of defenses and/or sentencing;
Assist attorneys and office staff in data-tracking required under grant pertaining to counsel at arraignment and maintenance of quality standards;
Assess and analyze client's needs and make appropriate referrals for services, drug treatment, mental health care, housing etc.;;
Investigates the family and personal background of criminal defendants to gather information utilized to support recommendations for the setting of bail or for sentencing.

MINIMUM QUALIFICATIONS: Either

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelors degree with at least 24 credit hours in social or behavioral sciences; OR
- (b) 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 in criminal justice, political justice, political science, psychology, sociology and two (2) years' experience as a caseworker, investigator or paralegal.

SPECIAL REQUIREMENT: Must possess and retain a New York State Driver's License

***This is a competitive class position, provisional candidate must pass the examination for this position and be ranked among the top three (3) candidates and receive an offer of employment for this position.*

***** Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.***

Interested candidates may submit a complete Civil Service application, resume and cover letter to the Human Resource/Civil Service Department, 7 Court St., Room 216, Belmont, NY 14813. There is no fee at this time.

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