

# WARREN COUNTY PUBLIC DEFENDER'S OFFICE

## NOTICE OF VACANCY

Re-issued 3/4/2026 (Updated salary range)

### ASSISTANT PUBLIC DEFENDER

The Warren County Public Defender's Office has an opening for an Assistant Public Defender (APD). The APD will represent indigent criminal defendants assigned to the Public Defender's Office during every stage of legal proceedings, from initial arraignment through to final disposition. They will conduct client intake interviews, review discovery materials, engage in factual investigation, legal research, motion practice, plea negotiations, hearings and trial preparation, and conduct bench and/or jury trials. The APD will be supervised by the Public Defender and First Assistant PD, will receive guidance and mentorship from senior APDs, and will have extensive flexibility to exercise independent judgment in crafting legal arguments and procedural strategies to achieve high level client representation.

**SALARY:** \$91,919 – \$122,471 annually + benefits (pension, comprehensive health plan w/ vision/dental, paid holidays/sick time/personal days/vacation/flex time, deferred compensation plan, CLE courses including travel expenses, license renewal fees, bar association dues, Public Service Loan Forgiveness (PSLF)).

**RESIDENCY REQUIREMENTS:** At time of appointment, candidate must EITHER be a resident of Warren County, OR of an adjacent county.

### **TYPICAL WORK ACTIVITIES:**

- Represents and advises defendants at every stage of legal proceedings following arrest;
- Completes paperwork for opening new client files and submits arraignment documents to support staff within appropriate time limits;
- Confers with defendants and potential witnesses for fact gathering;
- Prepares for trial by conducting preliminary hearings, filing motions, executing pretrial hearings, evaluating case strategies, conducting legal research, engaging expert witnesses, and conferencing with Assistant District Attorneys concerning possible plea agreements;
- Prepares for trial by reviewing rules of evidence, filing motions *in limine*, drafting questions for cross-examination of witnesses, and preparing defense witnesses for testimony;
- Conducts jury trials from *voir dire* through verdict, with mentor to act as second chair to advise and provide guidance;
- Communicates with support staff to ensure proper file maintenance and to arrange for case/client needs;
- Maintains accurate, thorough progress notes in case management system;
- Drafts post judgment motions, represents clients at SORA hearings, potentially engages in appellate work.

**MINIMUM QUALIFICATIONS:** Possession of license to practice law in the State of New York at time of appointment.

**SPECIAL REQUIREMENTS:** Possession of a New York State driver's license at the time of appointment, to meet the transportation needs of the position.

Interested candidates may submit a cover letter, resume, Warren County application and list of references to:

Erin K. Komon, Esq.  
Warren County Public Defender's Office  
1340 State Route 9  
Lake George, New York 12845  
[komone@warrencountyny.gov](mailto:komone@warrencountyny.gov)

Applications may be obtained from <http://www.warrencountyny.gov/jobs> or by clicking [here](#).

*Warren County is an Equal Opportunity / DEI Employer*