



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@chqgov.com
Phone (716) 753-4237 • Fax (716) 753-4686 • Website: Chqgov.com

LEGAL AIDE/ELIGIBILITY EXAMINER

Permanent Full-Time @ 35 Hours/Week
Salary starts @ \$18.62/Hour w/Benefits

Chautauqua County Office of the Public Defender is actively seeking qualified applicants to fill a Legal Aide/Eligibility Examiner position to work out of the Mayville, NY Office. This is a responsible para-professional position involving working with applicants, clients and defendants concerning services rendered by the Public Defender's Office.

Position is full-time, 35 hours per week starting at \$18.62/hour. Chautauqua County Government offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

In order to be considered for this position - **ALL** applicants must meet the minimum qualifications listed below* and **MUST** submit an application available on the Chautauqua County Government's website: www.chqgov.com click on "Employment."

Mail or drop off completed applications to:

Chautauqua County Department of Human Resources
Gerace Office Building
3 North Erie St – Rm 144
Mayville, NY 14757

Equal Opportunity Employer

LEGAL AIDE/ELIGIBILITY EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This is a para-professional position with responsibility for working with applicant's, clients and defendants concerning services rendered by the Public Defender's Office. Incumbents perform face-to-face client interviews and work directly with clients and attorneys on matters of eligibility for services and court-related proceedings. Work performed is under the general supervision of the Public Defender or other higher-ranking staff prescribed processes with some leeway for independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Gathers information from applicants for Public Defender services regarding the facts related to the case;
Interviews potential clients in the County Jail and those charged with a crime prior to arraignment and assembles information regarding the applicant's personal and financial history;
Applies local financial eligibility criteria and determines whether the applicant is eligible to be served by the Public Defender;
Conducts background investigations and prepares case summaries for use by professional legal staff;
Assists Public Defender legal professionals by acting as a liaison with the defendant in matters of bail eligibility, bail recommendations, pleas proposals and terms and conditions of bail continuance;
May refer clients to various agencies for assistance based upon interview and investigation findings;
Prepares simple statistical reports of number of clients served, attorney case loads, court case records, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of interviewing techniques; working knowledge of community programs and services available to the public; ability to deal effectively with others; ability to analyze facts obtained and to use facts in making judgment regarding eligibility; ability to understand and follow directions; good powers of observation; emotional maturity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Successful completion of at least 60 semester credit hours of study at a regionally accredited or New York State registered college or university; **OR**
- B. Two (2) years of experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance, legal matters or a similar program operating under established criteria for eligibility; **OR**
- C. A satisfactory equivalent combination of experience and training as defined by the limits of (A) and (B) above, with one year of experience equal to 30 semester credits.