

ASSIGNED COUNSEL COORDINATOR

Jefferson County Attorney's Office



The Jefferson County Attorney's office is currently seeking applications for **Assigned Counsel Coordinator**. This position manages the daily clerical operations of the Assigned Counsel Office and Indigent Legal Services. Primary responsibilities include the systematic processing of attorney vouchers, data entry for New York State financial reimbursements, and the preparation of mandatory annual reports. Working under the supervision of an attorney or administrator, the Coordinator ensures the integrity of attorney assignments for criminal and family court while maintaining professional correspondence with appellate attorneys and local court staff.

Salary Range: \$23.16 - \$27.67 per hour

Excellent fringe benefits include:

- NYS Retirement
- Deferred Compensation
- Sick Leave
- Paid Vacation
- Tuition Reimbursement
- Comprehensive Health Plan, Including Vision
- Dental Insurance
- Flex Spending Account
- Candidates may be eligible for the Public Service Loan Forgiveness program

MINIMUM QUALIFICATIONS:

- A.) Graduation from a regionally accredited or New York State registered college or university with an associate's degree; OR
- B.) Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience; OR
- C.) An equivalent combination of education and experience as described in A or B.

Civil Service exam required for permanent appointment.

Applications will be accepted until the position is filled, first review of applicants will be on April 10, 2026.

Apply online on our Employment Portal:
<https://jefferson-portal.mycivilservice.com/>

Or send a paper application and resume to:
Jefferson County Dept. of Human Resources,
175 Arsenal St. Watertown, NY 13601.

Jefferson County is an Equal Opportunity Employer

