

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
IS NOW ACCEPTING APPLICATIONS FOR:**

COMMUNITY LIAISON

Hamilton County Public Defender's office has a new Community Liaison position beginning January 2, 2026. This position will be located in Lake Pleasant with a starting salary of \$45,000. The position is part-time at 17.5-hours per week. The incumbent can choose to join the New York State Retirement or waive membership.

The incumbent will serve as a point of contact for Family Court clients represented by the Hamilton County Public Defender's Office. Direct supervision will be provided by the Family Court Assistant Public Defender. The incumbent will work as an advocate for clients, make referrals for needed services, and help communicate and explain the court system and legal process to the clients. The incumbent will also be responsible for case management including tracking and reporting.

Candidate chosen for the position will be given a Non-Competitive appointment through the NY HELPS Program. There will not be a Civil Service examination.

Minimum Qualifications:

- A. Graduation from a regionally accredited or New York State registered four-year college with possession of a bachelor's degree; OR
- B. Graduation from a regionally accredited or New York State college with possession of an associate's degree AND two (2) years of significant experience working in the courts and/or the legal system.

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

Proof of minimum qualifications are required at the time of application.

Download an application at: <https://www.hamiltoncounty.com/personnel>.

Hamilton County Personnel
102 County View Drive, PO Box 174
Lake Pleasant, NY 12108
(518) 548-6375 / personnel@hamiltoncountyny.gov

APPLICATIONS ACCEPTED UNTIL NOVEMBER 26, 2025