



CASE MANAGER (PROVISIONAL)

SALARY: \$52,969

DEPARTMENT: PUBLIC DEFENDER

LAST FILE DATE: 02/13/2026

DISTINGUISHING FEATURES OF THE CLASS:

The Case Manager for Indigent Defendants will conduct intakes and assessments with indigent defendants assigned an attorney through the Public Defender's office. The Case Manager for Indigent Defendants will provide immediate referrals to service providers, including additional case management services and will be expected to follow up with referral sources and clients. The Case Manager for Indigent Defendants will work as part of the Public Defender's office to provide support and linkages to services that may improve case outcomes and address the reasons why people come into contact with the criminal justice system. The population to be served has particularly challenging needs, including poverty, mental health or substance abuse issues, unemployment or underemployment, young children in their custody, chronic health conditions, homelessness, trauma history, and other issues. The work is performed under the general supervision of the Public Defender and/or their designee. Does related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County.

Please provide a copy of your driver's license (front and back) for proof of residency.

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's degree or higher in human services, criminal justice, social work or closely related field; OR
- B. Possession of an Associate's degree or higher in human services, criminal justice, social work or closely related field and two (2) years of experience conducting community service assessment, case management or counseling to individuals with problems with the criminal justice system or those in need of community services; OR
- C. Possession of an Associate's degree or higher in any field and four (4) years of experience as defined in (b); OR

- D. An equivalent combination of training and experience as defined by the limits of (a), (b) and (c)

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license is required. Failure to maintain a NYS driver's license including driving privileges throughout employment will result in disciplinary action or dismissal.

Provisional Appointment pending successful completion of the civil service examination and being reachable on the list

Applications are available online at: www.co.montgomery.ny.us Completed applications must be received by the last file date.