



**DISCOVERY SOFTWARE ASSISTANT (HELP)**  
**Dutchess County Public Defender's Office**  
Salary: \$70,390

This is a provisional position in the Dutchess County Public Defender's Office. This is a technical position primarily responsible for providing application software support. The incumbent will work with the existing software and assist staff with new software or software updates necessary for the collection, preparation and distribution of a variety of information necessary to comply with the Criminal Justice Reform discovery process for all legal cases. The incumbent will also work closely with OCIS to provide in-house technological support. Programming is not part of the work for this position. Work is performed under the general supervision of a higher level employee. Supervision may be exercised over Program Assistants.

To view a complete list of job duties, click [here](#).

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Bachelor's degree in Human Services and one (1) year of work experience involving computer application and/or software support in a legal setting;
- OR: (B) Associate's degree in Human Services or a related field and three (3) years of work experience involving computer application and/or software support in a legal setting;
- OR: (C) An equivalent combination of education, training, and experience between the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**FINGERPRINTING:** A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

**Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.**

Apply online at [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs)

Recruitment will be posted until 11/20/2026.

An EEO/AA Employer

Posted: 5/18/2026