



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

This is a technical position primarily responsible for administrating the office case management system for the Dutchess County Public Defender's Office. Incumbent will manage digital discovery, provide application software support and will also be responsible for compiling and routinely reporting data to grant funders and New York State Indigent Legal Services. Incumbent will also work with the existing and new software, including 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. Incumbent will work closely with OCIS to provide in-house technological support. Programing is not part of the work for this position. Work is performed under the general supervision of a higher level employee. Occasional travel between offices and departments will be required.

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

**MINIMUM QUALIFICATIONS:**

**EITHER:** (A) Bachelor's degree in Criminal Justice, Technology, Social Sciences or a related degree and one (1) year of work experience involving legal services, computer applications and/or software support;

**OR:** (B) Associate's degree in Criminal Justice, Technology, Social Sciences or a related degree and three (3) years of work experience involving legal services, computer applications and/or software support;

**OR:** (C) An equivalent combination of education, training, and experience between the limits of (A) and (B) above.

**NOTE:** Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**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