

Jurisdictional Class: EX
Part-Time Position: NC
Location: Public Defender's Office
Fr. Cty. Grade: Mgmt. D

Revised:  .

Date: 2/13/18 .

ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work involving protecting the legal rights of indigent persons. This position assists in the investigation, defense and appeal of indigent defendants providing legal support to clients in various court settings. Work is performed and coordinated under the supervision of the Public Defender. Supervision is frequently exercised over the investigative and clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

May supervise assigned professional and clerical staff;
May secure the services of experts in various fields to assist in defending indigents;
Cooperates with Indigent Defense Coordinator and Supervisory Indigent Defense Attorney to ensure an effective, efficient indigent defense program;
Affirms and reaffirms eligibility for representation by the Office of the Public Defender and reviews for conflicts of interests;
Represents and counsels defendants at every stage of the proceeding following an arrest, including negotiations, trial preparation and courtroom proceedings;
Represents clients in Family Court, County Court, Local Justice Courts and arraignments;
Initiates such proceedings which are necessary to protect the rights of accused;
Prepares and processes any appeals which are warranted under existing circumstances;
Keep records and makes reports.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the general structure of New York State Criminal Procedures Law; comprehensive knowledge of the criminal court procedures and of the rules of evidence; comprehensive knowledge of the procedures of filing and processing legal appeals; comprehensive knowledge of Family Court related law and proceedings; thorough knowledge of the accurate practices and procedures in presenting cases before courts, Grand Jury and hearings; thorough knowledge of legal research practices, procedures and techniques; good knowledge of acceptable principles and practices of interviewing witnesses and preparation of witnesses; skill in preparing briefs; skill in presentation of a defense before a jury; ability to assign, distribute and evaluate the work of attorneys, investigators and clerical staff in a manner conducive to high morale; ability to make immediate and just decisions on vital matters; ability to analyze facts and evidence; ability to present ideas clearly and effectively both orally and in writing; ability to cross examine witnesses and negotiate settlements of cases; ability to analyze, appraise and apply legal principles, facts and precedent to legal problems; ability to effectively and efficiently manage and supervise both a professional and clerical staff, good command of language, initiative, tact and courtesy; good professional and administrative judgment.

WHEN NON-COMPETITIVE (PT)

MINIMUM OF QUALIFICATIONS:

Licensed to practice law in New York State and admitted to the New York State Bar.