

## **ASSISTANT PUBLIC DEFENDER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional legal work involving responsibility for representation of indigent defendants as assigned by the Public Defender. Work involves representation of each indigent defendant through every stage of the proceedings following arrest through and including any appeals. The incumbent assists the Public Defender in the investigation, preparation, conduct and appeal in various court and legal proceedings involving indigent defendants. The work is performed under general direction with wide leeway allowed for independent judgement in applying legal knowledge to specific problems and in taking appropriate legal action. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only) Prepares cases for hearing and trials, prepares briefs, secures evidence and conducts investigations; Represents and counsels defendants at every state of proceedings following arrest; Assists with the investigations and preparation of any appeals; Researches legal matters and orally argues motions; Meets with clients in custody and maintains communication with them, and when appropriate with their families; Confers with witnesses, law enforcement officers, judges and District Attorneys concerning individual cases; May supervise assigned professional and clerical staff; May secure the services of experts in various fields to assist in defending indigents; Represents clients in Family Court, County Court, Local Justice Courts and arraignments; Keep records and makes reports.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of criminal procedure law and practice in New York State; Thorough knowledge of judicial procedures and rules of evidence; Comprehensive knowledge of Family Court related law and proceedings; Good knowledge of acceptable principles and practices of interviewing witnesses and preparation of witnesses; Good knowledge in appraising and organizing facts and evidence; Good knowledge in preparing briefs and in the presentation of a defense before a jury; Good command of language; Good professional and administrative judgement; Ability to communicate effectively, both orally and in writing; Ability to express arguments of law both clearly and concisely; Ability to establish and maintain cooperative relationships with law enforcement and other governmental agencies; Ability to deal with the public.

**MINIMUM QUALIFICATIONS:** Graduation from a law school recognized by the University of the State of New York.

**SPECIAL REQUIREMENTS:** A license to practice law in New York State.

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

Approved 9/23/19

Reviewed: 10/5/20; 2/2/22 1/31/24