

Jurisdictional Class: PJC – Approved Exempt Class – In activated

Adopted: January 10, 2019

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 judgment 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 hearings and trials, prepares briefs, secures evidence and conducts investigations;

Represents and counsels defendants at every stage 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;

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Assists with various court records or reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of criminal procedure law and practice in New York State;

Thorough knowledge of judicial procedures and rules of evidence;

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;

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;

Good judgement.

SUGGESTED:

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

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: A license to practice law in New York State.