

FLSA Status: Exempt/ Professional 1/4/2010

DEPARTMENT: PUBLIC DEFENDER
CLASSIFICATION: NON-COMPETITIVE STATE CSC 09/09/2008
APPROVED: SEPTEMBER 12, 1988

ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: The Assistant Public Defender shall represent without charge or by order of the Court with the consent of the defendant each indigent defendant who is charged with a crime as defined by Section 772(A) of the County Law. The Assistant Public Defender shall counsel and represent the defendant at every stage of the proceedings following his arrest and shall initiate such proceedings as in his judgment are necessary to protect the rights of the accused and may in his discretion prosecute any appeals if in his judgment the facts and circumstances warrant such. The work is performed under guidelines provided by law. Represents when directed indigent defendants charge with crimes. Does related work as required under the supervision of the Public Defender.

TYPICAL WORK ACTIVITIES:

1. Counsels indigent defendant who is charged with a crime as assigned by Public Defender;
2. Represents and counsels defendants at every stage of the proceedings following an arrest;
3. Initiates such proceedings which are necessary to protect the rights of the accused;
4. Prepares any appeal which is warranted under existing circumstances;
5. Keeps records and makes reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of criminal law applicable to State and Federal criminal laws; thorough knowledge of criminal court procedures and of the rules of evidence; a high degree of skill in the preparation of briefs; skill in presentations of a defense before a jury; special ability to analyze, appraise and apply legal principles, facts and precedent to legal problems; good address; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for admission to practices as an attorney and counselor at law before the courts of the State of New York at the time of application for appointment. Admitted to the Bar of the State of New York at the time of appointment.