

DEPUTY PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work of a complex nature which involves legal and trial work in the representation of indigent defendants charged with crime. In addition, an incumbent of this position acts for and in place of the Public Defender in case the latter is absent or unable to act. The work is performed in accordance with various sections of County Law (particularly 717) Rockland County Charter (Article XV (15.02)), other applicable New York State laws and relevant sections of local law. General direction is received from the Public Defender and supervision may be exercised over legal, para-legal and clerical staff of the Office of the Public Defender. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the Assistant Public Defenders and coordinates their court appearances and schedules, including assignment of cases, jail interviews, lower court appearances and supervision of special programs (e.g. Aid to Defense Grant);
Prepares for court appearances, including initial bail application, preparation for grand jury testimony, if required, arraignment on the indictment, conferences with the court and District Attorney, case preparation, plea negotiations, if applicable, and preparation of all legal documents pertaining to criminal defense;
Represents clients in court appearances from the time of arrest to final disposition of the charge;
Reviews cases for legal basis for appeals and supervises appeals work;
Supervises the clerical and technical staff;
Represents the Public Defender in meetings and conferences, as assigned;
Acts for and in place of Public Defender.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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; good knowledge of office management; a high degree of skill in the preparation of briefs; skill in presentations of a defense before a court and jury; ability to analyze, appraise and apply legal principles, facts and precedent to legal problems; ability to express oneself effectively, both orally and in writing; good professional and administrative judgment.

MINIMUM QUALIFICATIONS: Possession of a license to practice law in New York State and other qualifications may be determined by the Public Defender.

NOTE: Must provide a current certificate of good standing.

SPECIAL REQUIREMENT: License to practice law in the State of New York must be maintained throughout the course of employment in this title.

R.C.D.P. (07.21.2015) 05.22.2019
Exempt