

SENIOR ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: This is professional work of a complex nature which involves legal and trial work in the representation of legally indigent defendants charged with crime. In addition, an incumbent in this position handles the most complex criminal proceedings, provides training and professional guidance to Assistant Public Defenders and may act for and in place of the Public Defender, when assigned. The work is performed in accordance with various sections of County Law (particularly 716 through 722), and other applicable sections of New York State and local laws. The work involves evening assignments and on-call duty, when necessary. Administrative direction and professional guidance are provided by the Public Defender. General supervision may be exercised over legal, para-legal and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Represents and counsels defendants at every stage of the most complex criminal proceedings following an arrest in municipal and county courts;
Initiates such proceedings which are necessary to protect the rights of the accused, especially those charged with the most serious offenses, including violent felonies and repeat offenders;
Researches and prepares motions, memoranda and briefs pertaining to the most complex cases;
Provides work guidance to professional, technical and clerical employees;
Acts as lead attorney in order to provide guidance to Assistant Public Defenders;
Confers with defendants, police officers, district attorney and judges, interviews witnesses and collects evidence;
Oversees all legal program activities (e.g. bail, grand jury, law library system) to ensure compliance with regulations and procedures;
Keeps records and makes reports;
Provides training to new Assistant Public Defenders, interns and staff as needed;
Acts for and in place of the Public Defender, when assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of law, especially County and New York State criminal law; thorough knowledge of criminal court procedures and of the rules of evidence; ability to prepare briefs and written arguments of law; skill in oral presentation of legal arguments; ability to analyze, appraise and apply legal principles, facts and precedent; ability to communicate and work effectively with others, especially the indigent; ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

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. (05.22.2019) 02.18.2020
Exempt