



ASSISTANT PUBLIC DEFENDER

Jurisdiction Class: Exempt
Civil Division: County
Adoption YCCSC: Unknown
Revised PO: 02/16/2018

DISTINGUISHING FEATURES OF THE CLASS:

The Assistant Public Defender shall represent without charge, indigent persons within the County of Yates entitled to such representation pursuant to Section 717 of the New York State County Law. The work of the Assistant Public Defender is performed under guidelines provided by law and under the general supervision of the Public Defender. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Counsel and represent indigent criminal defendants at every stage of the proceedings following arrest, and shall initiate such proceedings as in his or her judgment are necessary to protect the rights of the accused, and may, in his or her discretion, prosecute any appeal, if in his or her judgment the facts and circumstances warrant such appeal;
Counsel and represent indigent persons entitled to counsel pursuant to sections 262 and 1120 of the New York State Family Court Act, Section 407 of the New York State Surrogate's Court Procedure Act or Article 6-C of the New York State Corrections Law at every stage of the proceedings, and shall initiate such proceedings as in his or her judgment are necessary to protect the rights of such person, and may prosecute any appeal, when, in his or her judgment the facts and circumstances warrant such appeal;

Keeps records;

Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of criminal and family law;
Comprehensive knowledge of criminal and family court procedures and of the rules of evidence;
High degree of skill in the preparation of legal documents;
Skill in representing clients in court proceedings, including trials;
Special ability to analyze, appraise and apply legal principles, facts and precedent to legal problems;
Good command of language;
Initiative;
Tact;
Courtesy;
Good professional and administrative judgment;
Physical condition commensurate to the job.

MINIMUM QUALIFICATIONS:

An attorney duly licensed to practice law in the State of New York, and admitted to practice in all courts within the scope of his/her required duties.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for admission to practice 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.