

SENIOR ASSISTANT PUBLIC DEFENDER-APPELLATE RESOURCE

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work involving responsibility for the representation of indigent defendants on appeal. The work involves responsibility for participating in the investigation, preparation, conduct, and perfection of appeals in various court and legal proceedings. The work is performed under the general supervision of the Public Defender with leeway allowed for the exercise of independent judgment in planning and carrying out assignments in accordance with specific laws. Supervision may be exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares briefs and oral arguments;
Drafts, reviews, proposes, and prepares a variety of reports and legal documents;
Performs extensive research with significant understanding of legal practices and legal process;
Performs legal analysis and the development of an overall theme;
Represents and counsels defendants at every stage of legal proceedings;
Initiates proceedings as are necessary to protect the rights of the accused;
Researches and analyzes prior court cases and draft legal briefs to justify claim for appeal;
Corresponds with referral and intervention social agencies to arrange for client counseling and/or in patient treatment as component of appeal;
Confers with defendants, witnesses, law enforcement officers, judges and District Attorney concerning individual cases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of court procedures and the rules of evidence;
Thorough knowledge of the principles and practices of criminal law,
Thorough knowledge in the preparation of briefs and oral arguments;
Thorough knowledge of the rules and regulations of the New York State Supreme and County Courts;
Ability to analyze, appraise, and apply legal principles, facts and precedent to legal problems;

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Ability to express arguments of the law, clearly and concisely.
Ability to communicate effectively, both orally and in writing;
Ability to establish and maintain effective working relationships with other County officials, attorneys, and the public;
Ability to prepare and present a variety of reports and information;
Good professional judgment;
Initiative;
Confidentiality;
Tact.

MINIMUM QUALIFICATIONS: Duly admitted to the New York State Bar and licensed to practice as an attorney in the State of New York and four years of experience in the practice of law.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintained throughout employment while in this title.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.