

## **CHIEF ASSISTANT PUBLIC DEFENDER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important professional legal work involving responsibility for representing indigent defendants as assigned by the Public Defender. Work involves representation of the defendants through every stage of proceedings following arrest through and including any appeals. In addition to actual representation, employees in this class assist the Public Defender in the investigation, preparation, conduct and appeal in various court and legal proceedings involving indigent defendants. Work is performed in accordance with guidelines provided in law. Supervision, either general or direct, may be exercised over subordinate personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Prepares cases for hearings and trials, prepares briefs, secures evidence and conducts investigations; Represents and counsels defendants at every stage of proceedings following arrest; Initiates such proceedings as are necessary to protect the rights of the accused;

Assumes full responsibility for the operation of the Office in the absence of the Public Defender;

Assists the Public Defender in the preparation of various court proceedings;

Confers with defendants, witnesses, law enforcement officers, judges and District Attorneys concerning individual cases;

Investigates defendants financial status;

Supervises subordinate personnel in connection with assignments, preparation of cases and the maintenance of appropriate records;

Acts for and in place of Public Defender upon his/her absence.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of criminal law and practice in New York State;

Thorough knowledge of judicial procedures and rules of evidence;

Skill in analyzing, appraising and organizing facts, evidence and precedents concerned in cases;

Skill in preparing briefs and in the presentation of a defense before a jury;

Ability to supervise the work of others;

Ability to communicate effectively, both orally and in writing;

Ability to express arguments of law both clearly and concisely;

Ability to maintain satisfactory relationships with other County officials, police agencies, attorneys, and the public;

Good judgement;

Physical condition commensurate with the demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:**

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

**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.