

## **ASSISTANT PUBLIC DEFENDER I**

**DISTINGUISHING FEATURES OF THE CLASS:** This is 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. 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 each stage of proceedings following arrest;  
Initiates such proceedings as are necessary to protect the rights of the accused;  
Corresponds with referral and intervention social agencies to arrange for client counseling and/or in-patient treatment as component of negotiated dispositions;  
Confers with defendants, law enforcement officers, judges and District Attorneys concerning individual cases;  
Investigates defendants' financial status.

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

Good knowledge of the principles and practice of criminal law;  
Good knowledge of court procedures and the rules of evidence;  
Skill in the preparation of briefs and the presentation of a defense before a jury;  
Ability to analyze, appraise and apply legal principles, facts and precedents to legal problems;  
Ability to express arguments of the law, clearly and concisely;  
Ability communicate effectively, both orally and in writing;  
Ability to maintain satisfactory working relationships with other county officials, policy agencies, attorneys and the public;  
Physical condition commensurate with the demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:** Admission to the Bar in New York State.

R246            5/28/03

EXEMPT