

PUBLIC DEFENDER

GENERAL STATEMENT OF DUTIES: Directs the Office of Public Defender and represents indigent defendants charged with crime; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional work similar to the management of a law office specializing in criminal law. The Public Defender is responsible for the representation of indigent defendants charged with crime who request or consent to his service, and to initiate any legal proceedings necessary to protect the rights of the accused. The work is performed under the guidelines provided by law. Supervision is exercised over professional, technical and clerical employees.

TYPICAL WORK ACTIVITIES:

Plans and directs the administrative functions of the Public Defender's Office;
Accepts cases, except when conflict may exist, and assigns them among the legal staff;
Coordinates and assigns supporting investigative and clerical staffs;
Keeps abreast of law changes, proceedings and decisions applicable to criminal defense;
Discusses with and advises legal assistants relative to legal procedures;
Makes studies to determine needs of the Public Defender system;
Addresses community groups and participates in conferences.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of criminal law applicable to State and Federal criminal laws; comprehensive knowledge of criminal court procedures and of the rules of evidence; good knowledge of office management; a high degree of skill in the preparation of briefs; skill in presentations of a defense before a court and jury; special ability to analyze, appraise and apply legal principles, facts and precedent to legal problems; good command of language; good professional and administrative judgment.

MINIMUM QUALIFICATIONS: Qualifications determined by appointing authority and as may be required by law.

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.