

SUPERVISING ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: This is complex professional legal work involving responsibility for representing legally indigent defendants charged with crime, as assigned by the Public Defender, and for the day-to-day oversight of the processing of cases in the Public Defender's office. In addition, an incumbent in this position handles the most complex criminal proceedings, provides training and professional guidance to Assistant Public Defenders and Senior Assistant Public Defenders and may act for and in place of the Public Defender, when assigned. This title differs from that of Senior Assistant Public Defender in the exercise of independent judgment, in the complexity of case assignments and in general oversight responsibilities. The work is performed in accordance with sections of County Law (particularly 716 through 722), and other applicable sections of New York State and local laws. The work involves evening assignments and on-call duty, when necessary. Administrative direction and professional guidance are provided by the Public Defender. General supervision may be provided to legal, para-legal and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Represents and counsels defendants at every stage of the most complex criminal proceedings following an arrest in municipal and county courts;
Oversees and participates in the defense of criminal cases on behalf of indigent defendants, generally as the lead attorney;
Evaluates and screens cases to determine appropriate action;
Researches and prepares motions, memoranda and briefs pertaining to the most complex cases;
Supervises attorneys in the defense of criminal cases and appellate matters;
Trains staff on federal and New York State statutory case law regarding criminal procedure and penal law;
Coordinates office objectives related to specific areas of defense;
Participates in meetings and conferences between the Public Defender's office and law enforcement agencies;
Advises and assists professional staff in the handling of their assigned cases;
Prepares case status and statistical reports, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of criminal law and court procedures and practices in New York State; thorough knowledge of the methodology of case preparation and presentation; thorough knowledge of the rules of evidence; ability to organize, plan and coordinate the work of others; ability to understand, issue and carry out complex written and/or oral instructions; ability to present clear and logical legal arguments; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others, especially the indigent.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

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.

R.C.D.P. (05.22.2019) 02.18.2020
Exempt