

## **SUPERVISING ASSISTANT PUBLIC DEFENDER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory and professional legal work which involves representing indigent defendants charged with crimes, as assigned by the Public Defender. Duties include providing day-to-day oversight of case processing within the Public Defender's office and managing the most complex criminal cases. The incumbent provides training and mentorship to Assistant Public Defenders and Senior Assistant Public Defenders and appears on behalf of the Public Defender in all matters related to the representation of public defender clients. The work is performed in accordance with various sections of County Law (particularly sections 716 through 722) and other relevant federal, New York State and local laws. The role requires evening assignments and on-call duty as necessary. Administrative direction and professional guidance is received from the Public Defender or Deputy Public Defender and general supervision is exercised over legal, paralegal and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Represents and provides counsel to defendants throughout all phases of complex criminal proceedings following an arrest in municipal or county courts;  
Oversees and actively participates in the defense of criminal cases on behalf of indigent defendants, typically serving as the lead attorney;  
Evaluates and assesses cases to determine the appropriate course of action;  
Researches and drafts motions, memoranda and legal briefs related to complex cases;  
Supervises attorneys involved in the defense of criminal cases and appellate matters;  
Trains staff on federal and New York State criminal procedure and penal law, ensuring adherence to current statutory case law;  
Coordinates office objectives related to specific defense areas, aligning strategies with overall office goals;  
Participates in meetings and collaborative discussions between the Public Defender's office and law enforcement agencies;  
Advises and supports professional staff in the management of their assigned cases;  
Prepares case status updates and statistical reports as required.

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

Thorough knowledge of the principles and practices of law, especially County, New York State and Federal criminal laws; thorough understanding of the methodologies involved in case preparation and presentation; thorough knowledge of criminal court procedures and the rules of evidence; good knowledge of office management; good professional and administrative judgment; skill in legal research, analysis and the preparation of legal briefs; skill in presenting a defense before a court and jury; ability to analyze, interpret and apply legal principles, facts and precedent to complex legal issues; ability to communicate effectively, both orally and in writing; ability to present clear, logical and persuasive legal arguments; ability to establish and maintain cooperative relationships with others; ability to supervise the work of others.

**MINIMUM QUALIFICATIONS:** Possession of a license to practice law in New York State and other qualifications that may be determined by the appointing authority.

(over)

**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. (02.18.2020) 06.25.2025  
Exempt