

ASSISTANT PUBLIC DEFENDER II

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work involving responsibility for assisting in the representation of indigent defendants as assigned by the Public Defender. The work involves responsibility for participating in the investigation, preparation, conduct and appeal in various court and legal proceedings involving felony and misdemeanor crimes as well as violations. The work performed under the general supervision of the Public Defender. 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;
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, witnesses, law enforcement officers, judges and District Attorneys concerning individual cases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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

MINIMUM QUALIFICATIONS: Duly admitted to the New York State Bar and licensed to practice as an attorney in the State of New York and one year of experience in the practice of law.