

APPEALS ATTORNEY – ASSIGNED COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class represents, without charge, by order of a court, each indigent defendant who is charged with a crime in Ulster County on an assigned counsel basis. When representing an indigent defendant, the incumbent counsels and represents them at every stage of the proceedings following arrest and initiates such proceedings as in the incumbent's judgment are necessary to protect the rights of the accused. The work is performed under guidelines provided by law for assigned counsel matters. Supervision is exercised over sub-professional, technical and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Represents and counsels defendants at every stage of the proceedings following an arrest;

Initiates such proceedings that are necessary to protect the rights of the accused on an assigned counsel basis;

Maintains records and prepares reports;

Supervises sub-professional, technical and clerical employees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of criminal law as applicable to state and federal law; thorough knowledge of criminal court procedures and the rules of evidence; skill in the preparation of briefs; skill in the presentation of a defense before a jury; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; ability to communicate effectively and to establish a rapport with indigent defendants; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Admission to the Bar of the State of New York.

ULSTER COUNTY
0194 AP ATTY AC

Adopted: January 18, 2007