

ASSISTANT PUBLIC DEFENDER I

DISTINGUISHING FEATURES OF THE CLASS: This is a part-time position in which an employee assists the County Public Defender in providing legal representation, without charge and by order of a court, to indigent persons assigned to the Public Defender pursuant to Section 732-a of the County Law in Ulster County. The incumbent may be assigned to represent and counsel indigent clients in misdemeanor and/or felony criminal matters, and/or in Family Court matters, following arraignment or assignment. Representation may occur at various stages of proceedings, depending on assignment. The employee initiates and conducts such legal actions and proceedings as are necessary to protect the legal rights and interests of clients within the scope of assignment. Work is performed in accordance with applicable statutes, case law, court rules, and professional standards, under the general direction of the Public Defender. The employee may provide direction to sub-professional, technical, or clerical staff as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following as well as other related activities not described.

May represent indigent defendants in misdemeanor and/or felony criminal matters in Justice Courts or other courts of appropriate jurisdiction in Ulster County, and/or may represent or counsel parents and other litigants in Ulster County Family Court, as assigned;

May interview clients and witnesses; advise clients regarding legal rights, court procedures, and potential outcomes; and maintain attorney-client communication throughout the period of representation;

May review police reports, discovery materials, witness statements, and other evidence; conduct legal research; and prepare cases for arraignments, hearings, motions, trials, or other proceedings consistent with assignment;

May draft, file, and argue legal documents, including motions, briefs, affidavits, and other court filings;

Maintains case records and documentation using the Public Defender case management system (Legal Server).

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of criminal law and family law as applicable under New York State and federal law; thorough knowledge of criminal and family court procedures and the rules of evidence; ability to analyze legal issues, evaluate facts, and apply legal principles and precedent to case matters; skill in legal research, motion practice, and the preparation of briefs; skill in courtroom advocacy, including hearings

and trials; ability to communicate clearly and effectively, both orally and in writing, and to establish and maintain professional working relationships with clients, colleagues, and court personnel; sound judgment; tact; initiative; professional demeanor.

MINIMUM QUALIFICATIONS: Admission to New York State Bar.

ULSTER COUNTY
0461 AST PD I
Classification: Proposed Non-Competitive
MGT
Grade: 18

Adopted: December 31, 2025