

ASSISTANT PUBLIC DEFENDER II

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class 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 criminal matters through final disposition, and/or in felony matters through arraignment, and/or in Family Court matters. The scope and duration of representation are determined by 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 criminal cases through resolution in Justice Courts or other courts of appropriate jurisdiction in Ulster County, and/or may represent indigent defendants in felony matters through arraignment, as assigned. May also represent or counsel parents and other litigants in Ulster County Family Court;

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, charging instruments, discovery materials, witness statements, and other evidence; conduct legal research; and prepare cases for arraignments, hearings, motions, or other assigned proceedings;

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

0462 AST PD II

Classification: Proposed Non-Competitive

MGT

Grade: 20

Adopted: December 31, 2025