

## **ASSISTANT PUBLIC DEFENDER III**

**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 in felony matters through arraignment, and/or in felony matters through all stages of the proceedings, 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. Supervision may be exercised over sub-professional, technical, and clerical employees 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 throughout Ulster County, and/or may represent indigent defendants in felony matters through all stages of proceedings, 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, trials, or other assigned proceedings;

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

May negotiate with prosecutors or opposing counsel regarding case disposition or resolution, where appropriate;

May manage an assigned caseload and coordinate with investigators, mitigation specialists, and other support staff as needed;

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

Appears in court as required and conducts proceedings consistent with assignment and experience level.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Comprehensive 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 the Bar of the State of New York and three (3) years of litigation experience in Criminal and/or Family Court, assignment dependent, including courtroom advocacy and trials.

ULSTER COUNTY

0463 AST PD III

Classification: Proposed Non-Competitive

MGT

Grade: 21

Adopted: December 31, 2025