

## **CHIEF ASSISTANT PUBLIC DEFENDER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important professional legal work involving responsibility for representing indigent defendants/parties as assigned to the Public Defender. The incumbent carries a full caseload and receives direct supervision from the Public Defender. Work involves in-court representation of clients of the Public Defender Office and assisting the Public Defender with administrative responsibilities. Work is performed in accordance with guidelines provided in law. Supervision, either general or direct, may be exercised over Public Defender's Office staff, including Assistant Public Defenders, Investigators and clerical staff in conjunction with the Public Defender. 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.

Prepares cases for hearings and trials, prepares briefs, secures evidence and conducts investigations;

Initiates such proceedings which are necessary to protect the rights of the accused;

Represents and counsels clients at all stages of proceedings;

Assumes full responsibility for the operation of the Office in the absence of the Public Defender;

Assists the Public Defender in the preparation of various court proceedings;

Confers with defendants, witnesses, law enforcement officers, judges and district attorneys concerning individual cases;

Assists in determining client financial eligibility when appropriate;

Maintains records and prepares reports;

May supervise subordinate personnel in connection with assignments, preparation of cases and the maintenance of appropriate records.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of criminal law and family law and practice in New York State; thorough knowledge of judicial procedures and rules of evidence; ability to analyze, appraise and organize facts, evidence and precedents concerned in cases; ability to prepare briefs and present a defense before a jury; ability to communicate effectively, both orally and in writing; ability to express arguments of law both clearly and concisely; ability to maintain effective working relationships with other County officials, law enforcement agencies, attorneys and the public; ability to communicate effectively and to establish a rapport with indigent defendants; initiative; tact; good judgment.

**MINIMUM QUALIFICATIONS:** Duly admitted to the New York State Bar and licensed to practice as an attorney in the State of New York and three (3) years of experience as a practicing attorney in the field of criminal law and/or family law.

ULSTER COUNTY  
1181 CH AST PD  
Classification: Non-Competitive

Adopted: June 20, 2019

NUMGT