

DEPARTMENT: PUBLIC DEFENDER **FLSA Status:** Exempt/Professional
CLASSIFICATION: NON-COMPETITIVE CONFIDENTIAL/POLICY
INFLUENCING – NYSCSC APPROVED 01/13/2021
APPROVED: JANUARY 10, 2020

FIRST ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and legal position involving responsibility for the supervision and administration of the County's Superior, City and Town Courts section of the Public Defender's Office. Employees of this class also represent clients in these same courts. The incumbent is responsible for many administrative aspects of the Public Defender's Office including the oversight and evaluation of staff attorneys handling criminal cases, addressing complaints from clients, and performing caseload reviews of the County's Supreme, City, and Town Courts to make staffing recommendations. The work is performed under direct supervision of the Public Defender. General supervision is exercised over Assistant Public Defenders and other subordinate departmental personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Represents clients at the County's Superior, City and Town Courts level on a regular basis (the representation of clients includes all pre-trial work, such as investigations and motions, and the actual trial of a particular matter);
2. Handles a limited number of special cases as required and requested by the Public Defender;
3. Supervises, consults with, and assists Assistant Public Defenders in the preparation and handling of cases for trial in the County's Superior, City and Town Courts sections;
4. Directs the daily operation of City and Town Courts;
5. Assists the Public Defender with administrative functions in all courts as required;
6. Assists the Public Defender in disseminating information to the various media, as required;
7. Assists the Public Defender's Office at various public functions, as required;
8. Assists with establishing and implementing office policy and participates in budget and personnel decisions, including hiring/firing decisions and internal employee discipline.
9. Assists Second Public Defender with organizing CLE and necessary training that may be required;
10. Serves as Public Defender in the latter's absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the law relating to felonies; thorough knowledge of the New York Penal Code and Code of Criminal Procedure; thorough knowledge of courtroom practices and procedures; thorough knowledge of criminal trial process; ability to determine the facts of a case and establish grounds for defense; ability to assign and supervise cases handled by subordinates; ability to manage all aspects of a courtroom case to protect the rights and prerogatives of defendants; ability to conduct investigations; ability to write briefs; ability to communicate effectively and deliver effective oral presentations; ability to supervise others in their work; ability to establish and maintain effective professional relationships; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Current registration as an attorney with the State of New York at time of appointment and for the duration of employment and two (2) years of prosecutorial or criminal law experience and at least

one (1) year directly managing attorneys in a legal setting.