

DEPARTMENT: PUBLIC DEFENDER **FLSA Status:** Exempt/Professional
CLASSIFICATION: NON-COMPETITIVE CONFIDENTIAL/POLICY INFLUENCING
- NYSCSC APPROVED 1/13/2021
APPROVED: JANUARY 10, 2020

SECOND ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional legal position in the Public Defender's Office assisting the Public Defender and First Assistant Public Defender with the administration/supervision of the office. In this capacity the employee acts on behalf of the Public Defender and First Assistant Public Defender in their absence. In addition the employee functions as a Special Assistant Public Defender for an assigned section, in reviewing cases, preparing appeals, handling County and Supreme Court cases, etc. Work is performed under the direct supervision of the Public Defender and First Assistant Public Defender. General supervision is exercised over legal and office personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

In addition to the assignments already given as a Special Assistant Public Defender in charge of a particular section, the following additional duties are required:

1. Works with the Public Defender and First Assistant Public Defender in developing Office guidelines, practice and procedures;
2. Assists the Public Defender and First Public Defender in developing "in-house" training seminars and CLE for entire staff;
3. Consults and advises felony trial assistant in preparation for trial and other related proceedings;
4. Consults with judiciary regarding appellate caseloads and procedures;
5. Implements and oversees Counsel at First Appearance coverage countywide
6. Assigns parole representation;
7. Handles pre indictment, 190.80 motions, bail motions and all arraignments in superior courts.

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.

SUGGESTED MINIMUM QUALIFICATIONS:

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