

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

**SPECIAL ASSISTANT PUBLIC DEFENDER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible professional legal position in the Public Defender's Office. The Special Assistant Public Defender may act as a division head or function as a senior level legal staff member. Employees are required to be on call 24 hours a day. The incumbent is responsible for handling serious felony charges post-indictment, consulting with clients regarding pre-indictment plea offers, and for handling arraignments, violations of probation, and returns on warrants in superior courts. The employee reports directly to and works under general supervision from the Public Defender and the First Assistant Public Defender. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Performs the duties of an Assistant Public Defender;
2. Advises subordinate legal staff as to stratagem, legal procedures, etc. for legal cases;
3. Consults with judiciary, court personnel and law enforcement agencies on any/all related work;
4. Supervises and directs attorneys as to case assignment, case preparation, procedures, trials, etc.;
5. Supervises and directs secretaries and clerical personnel in the respective sections;
6. Gathers statistical information and prepares reports for staff meetings;
7. Evaluates division legal personnel.

**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; willingness to be on call 24 hours a day; 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 one (1) year of prosecutorial or criminal law experience.