

## **ASSISTANT PUBLIC DEFENDER**

**JOB CODE:** 2160  
**LOCATION:** Tioga County Public Defender  
**CLASSIFICATION:** Exempt  
**SALARY:** Non-Union  
**ADOPTED:** Revised 7/92; 5/09, 12/13 Tioga Co. Personnel & Civil Service

**\*PUBLIC OFFICER, no term**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional work involving responsibility for representing indigent persons as assigned by the Public Defender. Work involves representation of indigent persons through every stage of proceedings through and including any appeals. In addition to actual representation, employees in this class assist the Public Defender in the investigation, preparation, conduct, and appeal in various court and legal proceedings involving indigent persons. Work is performed in accordance with guidelines provided in law. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Prepares cases for hearings and trials, prepares briefs, secures evidence and conducts investigations;
- Represents and counsels indigent persons at each stage of proceedings;
- Initiates such proceedings as are necessary to protect the rights of the indigent person;
- Corresponds with referral and intervention social agencies to arrange for client counseling and/or in-patient treatment as component of negotiated dispositions;
- Confers with indigent persons, law enforcement officers, counsel for the child, caseworkers, counselors, judges, District Attorneys and other relevant individuals as appropriate concerning individual cases;
- Investigates indigent persons' financial status.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of principles and practice of applicable New York State statutes, rules and procedures; good knowledge of court procedures and the rules of evidence; skill in the preparation of briefs and the presentation of a defense before a jury; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; ability to express arguments of the law, clearly and concisely; ability to communicate effectively, both orally and in writing; ability to maintain satisfactory working relationships with other county officials, policy agencies, attorneys and the public; physical condition commensurate with the demands of the position.

**PREFERRED QUALIFICATIONS:** Duly licensed to practice law in the State of New York.

Pursuant to County Law § 716, public defender and assistants are designated as an "appointive officer" and therefore falls under Public Officers Law §3.