

## ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: The Assistant Public Defender shall represent without charge or by order of the Court with the consent of the defendant, each indigent person who is charged with a crime as defined by Section 722 (a) of the County Law. The Assistant Public Defender shall counsel and represent the defendant at every stage of the proceedings following his arrest and shall initiate such proceedings as are necessary in his judgment, to protect the rights of accused and may in his discretion prosecute appeals if in his judgment the facts and circumstances warrant such action. In addition, the Assistant Public Defender may assign professional, technical and clerical personnel in the investigation, preparation, conduct and appeal in any Court proceeding involving indigent persons. The work is performed under guidelines provided by law. Does related work as required.

### TYPICAL WORK ACTIVITIES:

- Defends each indigent person who is charged with a crime;
- Represents and counsels defendants at every stage of the proceedings following an arrest;
- Initiates such proceedings, which are necessary to protect the rights of the accused;
- Prepares any appeals which is warranted under existing circumstances;
- Keeps records and makes reports;
- Under the supervision of the Public Defender, the Assistant Public Defenders help in the daily work as assigned.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of criminal law applicable to state and federal criminal laws; comprehensive knowledge of criminal court procedure and of the rules of evidence; a high degree of skill in the preparation of briefs; skill in presentation of a defense before a jury; special ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; good command of language and public speaking; tact; courtesy; professional and administrative judgment, physical condition sufficient to perform the essential functions of the position.

### MINIMUM QUALIFICATIONS:

Must be admitted to the bar of the State of New York and in good standing at the time of appointment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 5/19/05