

## GENESEE COUNTY

### ASSISTANT PUBLIC DEFENDER

**DISTINGUISHING FEATURES OF THE CLASS:** An Assistant Public Defender carries out assignments given him by the Public Defender, relative to the responsibilities and obligations of the Public Defender's office as set forth in the County Law.

#### **TYPICAL WORK ACTIVITIES**

Maintain and manage a significant caseload of clients;  
Appear with defendants/petitioner/respondents on a regular basis in the various Criminal Courts and or Family Court in Genesee County;  
Research, draft, and orally argue motions and other legal matters including Family Court orders, motions, petitions, judicial subpoena duces tecum and general subpoenas;  
Written and oral communication with all the county Village and Town Courts, Batavia City Court, Genesee County Family Court, County Court, District Attorney's office, opposing attorneys, attorneys for children, Assistant County Attorneys, Department of Social Services and any other offices when necessary in representing defendants/petitioner/respondents;  
Represent defendants in trials of felony, misdemeanor and/or violation offenses;  
Represent petitioners/respondents in Family Court appearances and hearings;  
Meet with Family Court clients including their extended family members or others in support of their case;  
Meet with clients in custody and maintain communication with them and, when appropriate, their families;

The above example of duties is intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:** Comprehensive knowledge of the principles and practices of New York's Criminal and Family Law statutes, Case Law and those laws relevant to criminal charges lodged against a defendant; comprehensive knowledge of criminal and Family Court procedures and of the rules of evidence; and a high degree of skill in the preparation of petitions, motions, orders, briefs, letters, etc.; the presentation of a defense or case before a Family Court Judge, Criminal Judge or jury; ability to analyze, appraise and apply legal principles, facts, and precedent to legal problems or to Family Court matters.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## **ASSISTANT PUBLIC DEFENDER**

Page 2

While performing the duties of this job, the employee is frequently required to stand, sit, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is required to talk, walk and hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to low.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited law school and admission to the New York Bar.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive