

GENESEE COUNTY

SENIOR ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: The Senior Assistant Public Defender carries out assignments given him/her by the Public Defender or the Court, relative to the responsibilities and obligations of the Public Defender's Office, under the Constitution of the United States, the Constitution of the State of New York and the New York State County Law. Does related work as required.

TYPICAL WORK ACTIVITIES:

Researches, drafts, and presents oral arguments of pre-trial motions;
Drafts correspondence to all Genesee County Village and Town Justices, Batavia City Court, Genesee County Court, Genesee County District Attorney and Assistant Genesee County District Attorney;
Researches, drafts, and presents oral arguments of legal memoranda;
Participates in trials, jury and non-jury of felony, misdemeanor and/or violation offenses;
Assists Public Defender in training and overseeing other Assistant Public Defenders.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR

PERSONAL CHARACTERISTICS: Comprehensive knowledge of the principles and practices of criminal law applicable to State and Federal criminal laws; comprehensive knowledge of criminal court procedures and of the rules of evidence; a high degree of skill in the preparation of briefs, and in the presentation of a defense before a jury; ability to analyze, appraise and apply legal principles, facts, and precedent to legal problems. Ability to oversee and fairly evaluate the work performance of other professional staff members, ability to convey clearly and accurately procedures and policies in training situation with staff attorneys, ability to interact effectively with other professional and non-professional personnel and community resources; tact; courtesy; integrity; ability to plan and supervise the work of others; good judgment; effective oral and written communication skills.

The physical demands and work environment characteristics 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 of this job. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. the noise level in the work environment is moderately quiet.

MINIMUM QUALIFICATIONS: Graduation from an accredited Law School and (5) five years experience in public defense practice, criminal defense practice or Family Court Practice or a combination thereof.

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

Pending Classification

10/18/04

Non-Competitive Class – Approved 11/19/07