

ASSISTANT PUBLIC DEFENDER

(2) Full-Time Positions @ 35 hours/week

Salary Range \$51,963.00 - \$79,678/year

The Chautauqua County Office of the Public Defender is seeking two (2) qualified applicants for the position of Assistant Public Defender. An Assistant Public Defender assists in representing and represents when requested indigent defendants charged with crimes. The Assistant Public Defender shall assist in and/or counsel and represent the defendant at every stage of the proceedings following arrest and shall assist in the initiation and/or shall initiate such proceedings as are necessary to protect the rights of the accused and may prosecute any appeals if warranted. This position will be filled at the discretion of the Public Defender.

A description of the duties and minimum qualifications is listed below.

Interested Candidates **must** complete the Chautauqua County Application for Examination/Employment (available on this Website) and send it to:

Chautauqua County Department of Human Resources
Gerace Office Building, Room 144
3 North Erie Street
Mayville, NY 14757

Equal Opportunity Employer

ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: Assists in representing and represents when requested indigent defendants charged with crimes. The Assistant Public Defender shall assist in and/or counsel and represent the defendant at every stage of the proceedings following arrest and shall assist in the initiation and/or shall initiate such proceedings as are necessary to protect the rights of the accused and may prosecute any appeals if warranted. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in and/or represents and counsels defendants at every stage of the proceedings following arrest;
Assists in and/or initiates such proceedings which are necessary to protect the rights of the accused;
Assists in and/or prepares any appeal which is warranted under existing circumstances;
Keeps records and makes reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of Criminal Law applicable to State and Federal Criminal Laws; good knowledge of criminal court procedures and of the rules of evidence; 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 precedent to legal problems; good command of language; initiative; tact; courtesy; good professional and administrative judgment; and good physical condition commensurate with demands of the job.

MINIMUM QUALIFICATIONS: Eligibility for admission to practice as an attorney and counselor at law before the courts of the State of New York at the time of application for appointment. Admitted to the Bar of the State of New York at the time of appointment.