



Human Resource Department
26 Church Street
Lyons, New York 14489

JOB ANNOUNCEMENT – PLEASE POST
2020-34

TITLE: ASSISTANT PUBLIC DEFENDER

Location: Wayne County Public Defender's office

Salary: \$66,194 - \$79,905. Additional compensation for required shared participation in the Centralized Arraignment Program.

Applications Accepted: Until the position is filled

Submit Application to: Andrew D. Correia, Esq., Public Defender's Office, 26 Church St, Lyons, NY 14489
Residency in Wayne County is **NOT REQUIRED**, but preferred for this position

GENERAL STATEMENT OF DUTIES: Assists the Public Defender in the representation of indigent defendants charged with crimes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a professional legal work which involves assisting the Public Defender in the counseling and representing of an indigent defendant at every stage of proceedings following his arrest. Considerable leeway is allowed for the exercise of independent judgment, under the general supervision of the Public Defender. Supervision may be exercised over the work of subordinate employees.

EXAMPLES OF WORK: (Illustrative only)

- Aids and assists the Public Defender in the trial of criminal cases;
- Assists in representing and counseling defendants in every stage of the proceedings following an arrest;
- Searches the law in the preparation of cases;
- Prepares motion papers and other legal instruments in the defense of criminal matters;
- Assists in the proceedings which are necessary to protect rights of the accused;
- Assists in the administration of the Public Defender's Office in his absence;
- Prepares legal background material for preliminary hearings;
- Assists in appointing sub-professional, technical and clerical employees to assist in defending indigents;
- Prepares correspondence and reports as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of criminal law applicable to state and federal criminal law; thorough knowledge of criminal court procedures and of the rules of evidence; skill in preparation of briefs; skill in presentation of a defense before a jury; ability to analyze, appraise and apply legal principles, facts and precedent to legal problems; good address and command of language; initiative; tact and courtesy; good professional and administrative judgment; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Three years of experience as a practicing attorney in the field of criminal law, one year of which in the aggregate must have involved considerable court appearance in the trial of issues in such field.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for admission to practice as an attorney and counselor at law before the courts of the State of New York, at time of application for appointment. Admitted to the Bar of the State of New York at the time of appointment.