

## **BUREAU CHIEF (Public Defender)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is important professional legal work involving the responsibility for representing indigent defendants in Family or Criminal Court as assigned by the Public Defender. The incumbent in this position will also be responsible for providing leadership, in addition to being responsible for assigning and monitoring case loads, conducting monthly and annually case reviews with unit attorneys, handling complaints from clients and outside agencies, developing unit goals and strategy, and assisting the Public Defender in hiring and disciplining within the unit. Work is performed under the general supervision of the Public Defender with considerable leeway allowed in carrying out work assignments. Supervision is exercised over the work of Senior Assistant Attorneys and other subordinate staff in the unit. Assignments outside of normal working hours are expected.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Represents and counsels defendants at every stage of proceedings;
2. Confers with defendants, law enforcement officers, judges and district attorneys concerning individual cases;
3. Supervises, trains, and assigns cases to attorneys while monitoring caseloads and court schedules;
4. Prepares and conducts monthly and annual case reviews with attorneys;
5. Handles complaints from clients and outside agencies,
6. Provides the unit with goals and develops strategies on how to meet those goals;
7. Assists the Public Defender in various staffing practices, such as recruitment and, if necessary, discipline within the unit.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles and practices of family and/or criminal law applicable to state and federal laws;

Comprehensive knowledge of investigative techniques;

Comprehensive knowledge of family and/or criminal court procedures and of the rules of evidence;

Skill in the preparation of briefs;

Skill in presentations of a defense before a judge;

Ability to express oneself clearly and concisely, both orally and in writing;

**BUREAU CHIEF (Public Defender) (Cont'd)**

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (Cont'd)

Ability to analyze, appraise and apply legal principles, facts and precedent to legal problems;  
Ability to plan and supervise the work of others;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**RECOMMENDED MINIMUM QUALIFICATION:**

Seven (7) years of experience as a practicing attorney in the field of Family and/or Criminal Law, at least five (5) years of which must have involved extensive court appearances with commensurate trial experience.

**SPECIAL REQUIREMENT:**

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.

Possession of a New York State Driver License at time of appointment.

Adopted: 3/27/15