



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**ASSISTANT
PUBLIC DEFENDER**

DATE ADOPTED: 9/15/1995

LAST REVISION: 6/3/2026

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DISTINGUISHING FEATURES OF THE CLASS:

This is important professional legal work involving responsibility for representing indigent defendants as assigned by the Public Defender. Work involves representation of the defendants through every stage of proceedings following arrest through and including any appeals. In addition to actual representation, employees in this class assist the Public Defender in the investigation, preparation, conduct and appeal in various courts and legal proceedings involving indigent defendants. Work is performed in accordance with guidelines provided in law.

TYPICAL WORK ACTIVITIES:

The following is 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 following arrest;
2. Initiates such proceedings as are necessary to protect the rights of the accused;
3. Assists the public defender in the preparation of various court proceedings;
4. Confers with defendants, law enforcement officers, judges and district attorneys concerning individual cases;
5. Investigates defendant's financial status;
6. Prepares pleadings, appeals, and correspondence related to court cases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of criminal law to effectively defend clients;
Knowledge of court procedures and the rules of evidence to protect the rights of the accused;
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;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

Admission to practice law in the State of New York.

SPECIAL REQUIREMENTS:

Candidate must possess a valid New York State Driver License at the time of appointment and to maintain position.

COUNTY USE ONLY:

BARGAINING UNIT: DSA	JURISDICTIONAL CLASSIFICATION: Exempt
GRADE: AE	FLSA Code: Exempt
REVISION HISTORY: 9/15/1995; 10/7/99; 6/3/26	