

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING FULL TIME VACANCY:

Public Defender

\$139,818 - \$170,888

DATED: September 11, 2023

LAST DAY FOR FILING: September 27, 2023

EOE

DISTINGUISHING FEATURES OF THE CLASS: The Public Defender shall be responsible for representation of individuals in both Criminal Court and Family Court. The Public Defender shall represent, without charge or by order of the Court with the consent of the defendant or respondent, each indigent defendant or respondent who is charged with a crime or a respondent in a civil action as defined by Section 722(a) of the County Law. The work involves responsibility for directing the investigation, preparation and counsel of the defendant at every stage of the proceedings following arrest and shall initiate such proceedings as are necessary to protect the rights of the accused and may prosecute any appeals if the facts and circumstances warrant such. The Public Defender has responsibility for representing respondents in Family Court at all stages of the proceedings through appeals. In addition, the Public Defender may assign professional, technical and clerical personnel in the investigation, preparation, conduct and appeal in any court proceedings involving indigent defendants or respondents. The work is performed under guidelines provided by law; does related work as required.

In addition, the Public Defender shall be responsible for overseeing and implementing the County's Counsel at First Appearance Program, including applying for available funding. The Public Defender shall also be responsible for implementing NYS guidelines regarding Quality Improvement and other related matters and for applying for available funding.

TYPICAL WORK ACTIVITIES:

- Supervises and administers the Office of the Public Defender;
- Supervises assigned professional and clerical staff;
- Prepares the budget for the operation of the Office;
- Identifies and applies for distributions, grants and other funding available from New York State; assures compliance with requirements of said funding;
- May secure the services of experts in various fields to assist in defending indigents;
- Assigns counsel or attorneys for each indigent defendant or respondent who is charged with a crime;
- Represents and counsels defendant or respondents at every stage of the proceedings following an arrest or initial appearance in Family Court, including negotiations, trial preparation and courtroom proceedings;
- Initiates such proceedings which are necessary to protect the rights of the defendant or respondent;
- Prepares and processes any appeal which is warranted under existing circumstances;
- Representation in sex offender classification proceedings (SORA) and parole revocation proceedings;
- Representation of office at public events, UCS, and with the news media;
- Respond to and assist public inquiries regarding representation, and make referrals as necessary;
- Supervise and mentor interns;
- Keeps records and makes reports.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the general structure of New York State Criminal Procedures Law, Penal Law, CPLR, NYCRR, and Family Court Act; thorough knowledge of the criminal court procedures and of the rules of evidence; thorough knowledge of the procedures of filing and processing legal appeals; thorough knowledge of the accurate practices and procedures in presenting cases before courts, Grand Jury and hearings; thorough knowledge of legal research practices, procedures and techniques; good knowledge of acceptable principles and practices of interviewing witnesses and preparation of witnesses; skill in preparing briefs; working knowledge of the New York State Penal Law; skill in presentation of a defense before a jury; ability to assign, distribute and evaluate the work of attorneys, investigators and clerical staff in a manner conducive to high morale; ability to make immediate and just decisions on vital matters; ability to analyze facts and evidence; ability to present ideas clearly and effectively both orally and in writing; ability to cross examine witnesses and negotiate settlements of cases; 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; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Five years of experience as a practicing attorney in the field of criminal and/or family law. Managerial experience preferred.

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 the time of application for appointment. Admission to the Bar of the State of New York, a certificate of good standing, and proof of registration is required at time of appointment.

RESIDENCY: Required to reside within the County of Otsego or a contiguous county to Otsego County at all times during employment in this title.

CLASSIFICATION: Exempt (2 year term). Under County Law this appointment will be until December 31, 2023. This position will be up for reappointment January 1, 2024

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com