

Civil Division: Oneida County Government  
Jurisdictional Class: Exempt  
EEO Category: Professional  
Revised: 12/27/2007

### **ASSISTANT PUBLIC DEFENDER**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position assists the Public Defender in the representation of indigent persons and may be assigned to the criminal division per County Law, Section 717 (1) or civil division per County Law, Section 717 (2). An incumbent keeps abreast of all procedures and policies within the Public Defender's Office. This position organizes, examines, and coordinates materials and efforts related to criminal or civil cases. The Assistant Public Defender shall not engage in any other practice of the law which, under rules established by the Public Defender, would interfere in any manner with the performance of his/her duties. This is an appointed position in which incumbents serve both under the general direction of the Public Defender or designee and at the pleasure of the Public Defender. Supervision is not usually a responsibility of this position. Incumbent performs related work as required.

### **MINIMUM QUALIFICATIONS:**

**Assistant Public Defender I:** Admission to the Bar of New York State **AND** four (4) years experience in the public or private practice of law **OR** 36 months experience as a full time Assistant Public Defender II

**Assistant Public Defender II:** Admission to the Bar of New York State **AND** two (2) years of experience in private or public practice of law **OR** eighteen (18) months as a full time Assistant Public Defender III

**Assistant Public Defender III:** Admission to the Bar of New York State

### **SPECIAL REQUIREMENTS:**

1. 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.
2. Admission to the Bar of the State of New York and maintaining good standing with the Appellate Division at the time of appointment.
3. All Assistant Public Defenders shall provide a certificate of Good Standing from the Appellate Division annually and within sixty (60) days of his/her birthday.
4. Must comply with mandatory continuing legal education (CLE) requirements.
5. Must possess a valid New York State driver's license at the time of appointment and must maintain license throughout appointment.

**SPECIAL REQUIREMENTS:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

**PROMOTION NOTE:** Promotion per Board Resolution #306, July 14, 1999

Adopted: 02/26/1976

Revised: 08/28/1992; 04/26/1996; 05/09/1996; 07/17/1996; 02/25/1999; 07/15/1999; 12/29/99; 10/10/07; 12/27/07

Exempt Classification: 07/21/1993