

ASSISTANT PUBLIC DEFENDER

GENERAL DEFINITION

This is responsible supervisory, administrative and professional legal work of a difficult nature.

An employee in this class assists in supervising the functions performed by attorneys, law students and clerical staff. The employee makes assignments, reviews progress of cases and may instruct staff members on problems they are encountering. The employee may handle the more difficult cases, interviewing, consulting and advising clients, witnesses, police, District Attorney and Court officials. The employee supervises the investigation of cases, attends Court hearings and trials and conducts post-trial arguments and appeals to the Superior and Supreme Courts.

EXAMPLES OF WORK

Assists in supervising employees in the operations of the Public Defender's Office; instructs and advises accordingly.

Assists in assigning and reviewing work assignments.

Attends pre-trial hearings, pre-trial conferences, Habeas Corpus proceedings, non-support hearings, contempt hearings, parole and probation hearings, arraignments, sentencing and jury and non-jury trials.

Prepares post trial motions, briefs and arguments and prepares for appeals to Superior and Supreme Courts.

Acts as counsel for juveniles and mental patients.

Conducts required training session for staff members.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES

Knowledge of the application of legal principles to individual cases or problems.

Knowledge of the court procedures and rules of evidence.

Ability to litigate cases effectively and prepare necessary briefs and arguments.

Ability to supervise the investigation of cases and advise concerned parties accordingly.

Ability to supervise, assign and manage the work of other attorneys.