

Civil Division: Oneida County Government  
Jurisdictional Class: Exempt-PJC  
EEO Category: Administrator  
Revised: 05/02/11

## **PUBLIC DEFENDER-CIVIL**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional legal position in the jurisdiction of the Oneida County Public Defender involving supervisory level work including but not limited to directing, planning and coordinating of defense services within the Civil Division of the Public Defender's Office. The work includes issuing assignments, directing, encouraging, and assisting staff in accomplishing the objectives of the division. The work involves surrogate and family court cases as well as public relation duties of the Public Defender's Civil Division. The work is performed under the jurisdiction of the Public Defender with wide latitude being given to perform administrative duties and responsibilities for the Civil Division. The Public Defender, Civil Division, operates separately from Public Defender, Criminal Division, to avoid conflicts of interest. Supervision and training is exercised over the work of all Assistant Public Defenders and other professional and support personnel employed by the division. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises and schedules the activities and assignments of Assistant Public Defenders and support personnel in the Civil Division;  
Develops and conducts appropriate training programs for professional and support staff;  
Acts as the liaison between the Public Defender, media, community and legal organizations;  
Establishes and maintains policies and procedures for the maintenance of client records and files in the Civil Division;  
Reviews client files for compliance with division policies and procedures;  
Receives, reviews and determines applications regarding financial and statutory eligibility for indigent legal service;  
Prepares and maintains the Civil Division's budget;  
Maintains and prepares records and reports;  
Keeps abreast of all Public Defender policies and procedures as well as State and Federal civil laws and procedures; and  
Interviews, evaluates, and hires Assistant Public Defenders and support personnel for the Civil Division.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of the principles and practices of state and federal law and procedures pertaining to surrogate and family court; comprehensive knowledge of the state and federal rules of evidence; thorough knowledge of trials of civil cases; thorough knowledge in preparing legal documents, briefs, and presentations; ability to analyze, appraise and apply complex legal principles, facts and precedents to legal problems; ability to plan and supervise the work of others; ability to establish and maintain an effective relationship with the public, the judiciary and employees; command of oral and written communication.

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**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited law school and admission to the Bar of the State of New York **AND** four (4) years post Bar admission experience in the practice of law **AND** registered with the New York State Office of Court Administration.

**NOTE:** Must show proof of current registration with the New York State Office of Court Administration and a Certificate of Good Standing to practice law from the Appellate Division at time of appointment and remain current and in good standing throughout appointment.

**SPECIAL REQUIREMENTS:** 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; admission to the Bar of the State of New York at the time of appointment. Responsible for maintaining good standing with their Appellate Division of admission including the mandatory continuing legal education (CLE) requirements set forth by the Office of Court Administration, the true and accurate reporting and timely filing of the New York State Attorney Registration Form and the prompt payment of the biennial attorney registration fee.

**New York State Driver's License:**

The Public Defender-Civil must possess a valid New York State driver's license at the time of appointment and must maintain license throughout appointment. A valid driver's license from another jurisdiction is acceptable upon application, but a valid New York State driver's license must be obtained within one month of appointment. This license must be maintained throughout appointment