

## **ADMINISTRATOR - INDIGENT DEFENDANTS**

Non-Competitive for Part-time (Revised: May 12, 1999)

**DISTINGUISHING FEATURES OF THE CLASS:** Coordinates the services available for the defense for indigent defendants charged with a crime. The administrator assigns and supervises the professional, technical and clerical personnel in the investigation, preparation and appeal in any court proceedings involving indigent defendants. The work is performed under the guidelines provided by law and the various aspects of defense and record keeping will be dictated by the type of administration which is adopted by the County. The incumbent does related work as required.

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

Keeps a listing of attorneys who can be assigned to represent, when requested, indigent defendants charged with a crime and to record cases assigned to each attorney;  
Assigns counsel and attorney to represent indigent defendants;  
Provides appropriate data to courts necessary for the conduct of the public defender program;  
Reviews claims and approves payment of monies for legal services furnished to indigent defendants;  
Keeps records of payments for legal assistance;  
Keeps records and makes reports.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of court procedures and practices; good knowledge of the provisions of the Code of Criminal Procedure and Penal Code; good knowledge of administrative and governmental budgetary procedures; ability to plan and supervise the work of others; ability to deal with the public; tact and courtesy; sound judgment; ability to present oral and written opinions clearly and concisely; thoroughness and dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a Law School recognized by the University of the State of New York and three (3) years of experience as a practicing attorney.

Reviewed/approved  
M. Zurlo 2/2005