

LAW GRADUATE

DISTINGUISHING FEATURES OF THE CLASS: The Law Graduate shall under the direct supervision of a licensed professional, represent without charge or by order of the Court with the consent of the defendant, each indigent person who is charged with a crime as defined by Section 722 (a) of the County Law. The Law Graduate shall counsel and represent the defendant at every stage of the proceedings following his arrest and shall initiate such proceedings as are necessary in his judgment, to protect the rights of accused and may in his discretion prosecute appeals if in his judgment the facts and circumstances warrant such action. In addition, the Law Graduate may assign professional, technical and clerical personnel in the investigation, preparation, conduct and appeal in any Court proceeding involving indigent persons. The work is performed under guidelines provided by law. Does related work as required.

SPECIAL FEATURES OF THE CLASS: These positions are designed to employ those that are educated and have taken the bar exam to work pending the results of the bar examination. Appointments to this class will terminate upon the completion by an incumbent of a maximum of one year in the title. Incumbents will be expected to be admitted to the Bar for the purpose of securing a continuing permanent appointment.

TYPICAL WORK ACTIVITIES:

- Under the supervision of the Public Defender or an Assistant Public Defender, defends each indigent person who is charged with a crime;
- Under the supervision of the Public Defender or an Assistant Public Defender, represents and counsels defendants at every stage of the proceedings following an arrest;
- Initiates such proceedings, which are necessary to protect the rights of the accused;
- Prepares any appeals which is warranted under existing circumstances;
- Keeps records and makes reports;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of criminal law applicable to state and federal criminal laws; comprehensive knowledge of criminal court procedure and of the rules of evidence; a high degree of skill in the preparation of briefs; skill in presentation of a defense before a jury; special ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; good command of language and public speaking; tact; courtesy; professional and administrative judgment.

MINIMUM QUALIFICATIONS:

Must have taken the New York State bar exam within the previous three months and be awaiting the results of the bar at the time of appointment per Section 520 of the Rules of the Court of Appeals for the Admission of Attorneys and Counselors at Law.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 9/27/2019

Revised: 10/1/2019