

Civil Division: Oneida County Government  
Jurisdictional Class: Exempt  
EEO Category: Professional  
Revised: 12/27/07

## **CHIEF TRIAL COUNSEL**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional legal position in the Oneida County Public Defender's office involving supervisory level work including but not limited to directing, planning and coordination of criminal defense services within the jurisdiction of the Public Defender. The work includes conducting staff meetings, issuing assignments, and encouraging, and assisting staff in accomplishing the objectives of the department. The Chief Trial Counsel is also responsible for litigation of cases as well as public relation duties of the Public Defender's Office. The work is performed under the general direction of the Public Defender with wide latitude being given to perform duties and responsibilities. Supervision and training is exercised over the work of all Assistant Public Defenders and other professional and support personnel employed by the office. 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;  
Develops and conducts appropriate training programs for professional and support staff;  
Acts as the liaison between the Public Defender, media, community and legal organizations;  
Represents indigent defendants charged with crimes, as assigned by the Public Defender;  
Assists the Public Defender in establishing and maintaining policies and procedures for the maintenance of client records and files;  
Reviews client files for compliance with office policies and procedures;  
Makes appropriate recommendations to the Public Defender on office policy and procedures;  
Assists the Public Defender in the preparation and maintenance of the office budget;  
Maintains and prepares records and reports;  
Keeps abreast of all policy and procedures in the Public Defender's office as well as State and Federal criminal laws and procedures;  
Initiates and conducts disciplinary proceedings involving office personnel as directed by the Public Defender;  
Serves as the acting Public Defender in his/her absence or in the event of the Public Defender's inability or incapacity to act.

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

Comprehensive knowledge of principles and practice of New York State and federal criminal law; comprehensive knowledge of criminal court procedures, rules of evidence, pretrial procedures and hearings, and grand jury practice; comprehensive knowledge of civil law practice, and procedures as they relate to the practice of criminal law; comprehensive knowledge of research, preparation and drafting of briefs, motions, and other legal documents; comprehensive knowledge of collateral consequences of a conviction including immigration and deportation problems; trial skills including *voir dire*, presentation of opening and closing statements, ability to present a defense before a jury and a court, direct and cross-examination of witnesses including expert witnesses, post-trial and post-conviction proceedings including sentencing; ability to analyze, appraise and apply legal principles and precedents to factual situations; command of the written and spoken English language; sound legal, professional and administrative judgment; initiative, tact and courtesy; good ability to plan and supervise the work of others; good ability to establish and maintain an effective relationship with the public and employees; command of oral and written communication

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited law school and admission to the bar of the State of New York, four (4) years experience in the private or public practice of law, and in good standing with the Appellate Division of admission.

**SPECIAL REQUIREMENT:** The Chief Trial Counsel is responsible for maintaining good standing with the 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. The Chief Trial Counsel shall provide proof of good standing to practice law in the State of New York within sixty (60) days of biennial registration by filing a Certificate of Good Standing from the Appellate Division of admission to the Public Defender.

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

Candidates must possess a valid New York State driver's license at the time of appointment and must maintain the license throughout the term of appointment. A valid driver's license from another jurisdiction is acceptable for application.

Adopted: 11/11/99  
Revised: 06/21/04, 12/27/07