

## **SENIOR ASSISTANT PUBLIC DEFENDER-MENTAL HEALTH/CHEMICAL ADDICTION**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional legal work that as part of a team provides clients with mental health and/or chemical dependencies, with high quality legal defense during all Court proceedings which includes communicating with the Court, opposing counsel, clients, and other related parties about appearance, discovery, and settlement. The work is performed under the general supervision of the Public Defender with leeway allowed for the use of independent judgment in planning and carrying out assignments in accordance with specific laws. Supervision may be exercised over subordinate personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Prepares motions, legal analyses, findings and conclusions, briefs and other legal documents and forms;

Negotiates and communicates with others sufficient to persuade their acceptance of contentious goals and/or viewpoints;

Analyzes and interprets various factors, perspectives, and options and applies critical thinking to resolve issues;

Prepares and communicates in person, by telephone, emails, summaries, and correspondence, the facts and arguments of a case to persuade others to accept the viewpoint presented;

Interacts with legal associates, and other governmental employees, the public and representatives of parties involved in a case;

Formulates legal opinions and recommendations based on legal research and investigations;

Conducts legal research and investigations;

Identifies critical elements of legal questions or issues and selects appropriate course of action;

Interprets and applies statutes, case law, decisions of judicial and administrative hearings, administrative rules and policies;

Counsels clients to assist in overcoming dependencies and adjusting to life;

Counsels family members to assist in understanding, dealing with, and supporting client;

Interviews clients, reviews records, and confers with other professionals to evaluate mental and/or physical condition of client or patient;

Provides pertinent information and education to clients and staff;  
Assists in efforts to conduct community outreach and presentations;  
Develops training materials for parents, mandated reporters, external stakeholders/partners and staff;

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

Thorough knowledge of judicial procedures and rules of evidence;  
Thorough knowledge of the principles and practices of criminal law,  
Thorough knowledge in the preparation of briefs and oral arguments;  
Thorough knowledge of State and federal statutory and case law and constitutional provisions pertinent to treatment programs;  
Thorough knowledge of preparing or drafting legal documents and forms;  
Thorough knowledge of the principles and practices of legal research;  
Thorough knowledge of trial and administrative hearings;  
Thorough knowledge of the principles and practices of criminal law and civil law administration;  
Working knowledge of human behavior and performance, mental processes, psychological research methods, and the assessment and treatment of behavioral and affective disorders;  
Ability to prepare motions, legal analyses, findings and conclusions, briefs and other legal documents;  
Ability to persuade others to another way of thinking;  
Ability to apply critical thinking to resolve issues;  
Ability to communicate effectively, both orally and in writing;  
Ability to establish and maintain effective working relationships with other County officials, attorneys, and the public;  
Ability to prepare and present a variety of reports and information;  
Good professional judgment;  
Initiative;  
Confidentiality;  
Tact.

**MINIMUM QUALIFICATIONS:** Duly admitted to the New York State Bar and licensed to practice as an attorney in the State of New York and four years of experience in the practice of law.

**SPECIAL REQUIREMENT:** Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintained throughout employment while in this title.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.