

ADMINISTRATOR – INDIGENT DEFENDANTS

GENERAL STATEMENT OF DUTIES: Makes the necessary arrangements in providing representation when requested for indigent defendants charged with a crime; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Coordinates the service 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 the law and the various aspects of defense and record-keeping will be dictated by the type of administration which is adopted by the County.

EXAMPLES OF WORK: (Illustrative only)

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

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: 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; good judgment; ability to present oral and written opinions clearly and concisely; thoroughness and dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from a standard senior high school and either:

- (A) Graduation from a Law School recognized by the University of the State of New York and three years of experience as a practicing attorney **OR**
- (B) Graduation from a recognized college or university with specialization in either of Public Administration, Business Administration, Economics or other fields related to business and public administration and three years' experience in Public or Business Administration **OR**
- (C) Eight years of responsible administrative work in government or business **OR**
- (D) Any equivalent combination of training and experience sufficient to indicate ability to do the work.