



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **ADMINISTRATOR - INDIGENT DEFENDANTS**
Jurisdictional Class: **Non-Competitive (NYSCS JC Pending)**
Civil Division: **Indigent Defendants**
Adoption: CSM
Revised: CSM 5/8/19

DISTINGUISHING FEATURES OF THE CLASS:

Makes the necessary arrangements in providing representation when requested for indigent defendants charged with a crime; does related work as required. 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 that is adopted by the County.

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 record cases assigned to each attorney;
Assigns counsel and attorneys 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 (Indigent defendants);
Keeps records of payments for legal assistance;
Keeps records and makes reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, 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;
Good judgment;
Ability to present oral and written opinions clearly and concisely;
Thoroughness and dependability;

MINIMUM QUALIFICATIONS: EITHER:

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 3 years of experience as a practicing attorney; OR
- (B) Graduation from a recognized college or university with specialization in either Public Administration, Business Administration, Economics or other fields related to business and public administration AND 3 years of experience in Public or Business Administration; OR
- (C) 8 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.