

## **ARRAIGNMENT ATTORNEY**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is important professional legal work involving the responsibility for representing indigent defendants at first arraignment as assigned by the Public Defender. The work responsibilities of an Arraignment Attorney involve but are not limited to interviewing clients, contacting family members and friends, reviewing the client's criminal history, and making the appropriate legal arguments to the arraigning magistrate. Arraignment Attorney must be able to work nights and weekends and will be on-call to respond to designated courts to address initial arraignments of criminal defendants who may face possible incarceration. Work is performed in accordance with guidelines provided in law.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Represent criminal defendants at arraignment proceedings;
2. Initiate such proceedings as necessary to protect the rights of the accused;
3. Assist the public defender in the representation of criminal defendants in legal proceedings;
4. Confers with defendants, family members and friends, law enforcement officers, judges and district attorneys concerning individual cases;
5. Prepares reports and other legal documents consistent with their assigned duties;
6. Participate in Public Defender staff meetings and seminars as directed by the Public Defender;
7. Meets with Public Defender on a regular basis to review work progress.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and practices of criminal law to effectively defend clients;  
Knowledge of court procedures and the rules of evidence to protect the rights of the accused;  
Skill in the preparation of briefs and in the presentation of a defense before a jury;  
Ability to analyze, appraise and apply legal principles, facts and precedent to legal problems;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Admission to practice law in the State of New York.

### **SPECIAL REQUIREMENT**

Possession of a New York State Driver License at time of appointment and to maintain the position.

Adopted: 12/12/13