

## CLASS SPECIFICATION

Yuba County

May 1996

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**CLASS TITLE:** Chief Deputy District Attorney

**FLSA STATUS:** Exempt

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### **JOB SUMMARY:**

Provides day-to-day work oversight and professional support for the administration of the District Attorney's department; oversees the criminal division; performs legal work of significant complexity in representing the County in prosecuting criminal offenders; performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This class acts as second in command in the office and overviews day-to-day activities of District Attorney staff, although the primary area of responsibility is the supervision and coordination of the activities of the criminal division. While the majority of the activities are in this specialty area, the incumbent should be somewhat familiar with the many areas of the department to provide professional guidance and back-up to staff. This class is distinguished from District Attorney in that the latter has overall management responsibility for all criminal and civil prosecutions and family support collections for the county.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Assists in planning, organizing and reviewing the work of Deputy District Attorneys and support staff.
- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the department.
- Represents the department in weekly Municipal Court pre-preliminary hearing conferences; states offers on calendared cases, accepts guilty pleas and set cases for further hearings.
- Represents the department in weekly Superior Court law and motion matters, arraignments, sentencing, trial readiness conferences, and settlement negotiations.
- Reviews and evaluates law enforcement reports, associated information and recommendations from Deputy District Attorneys and makes decisions whether to prosecute, negotiate or dismiss.
- Provides advice to other County departments and law enforcement agencies and individuals as needed regarding statute interpretation, search and seizure activities, and on-going investigations.
- Coordinates activities of the District Attorney's department with those of the Probation department, the Victim/Witness program and the Office of the County Counsel.
- Personally assigns prosecution cases, after consultation and approval of the District Attorney, to Deputy District Attorneys, in such areas as juvenile court, narcotic prosecutions, domestic violence prosecutions, etc. and specifies felony trial assignments.
- Performs selected preliminary hearings on felony cases in Municipal court; may handle the most complex or sensitive felony cases personally.
- Implements grant-funded programs; reviews and prepares applications for funding, including program budgets; prepares budget modifications and progress reports; ensures compliance with grant program objectives and requirements.

- Maintains accurate records and files and compiles reports related to the work of the department.
- Monitors legal developments, including proposed legislation and court decisions, evaluates their impact upon District Attorney operations and recommends appropriate action or policy and procedure modification.

**Important:**

- Provides information to the print or electronic media concerning individual cases or County policies and procedures.
- Uses standard office equipment, including a computer, in the course of the work; may drive a County or personal motor vehicle to attend court sessions and meetings, interview individuals and visit case sites.

**QUALIFICATIONS:**

**Knowledge of:**

Administrative principles and practices, including goal setting, program development, implementation and evaluation and the supervision of employees.  
Principles and practices of grant program application and administration.  
Civil, criminal, domestic, juvenile and family support law.  
Techniques for the effective negotiation.  
Courtroom procedures and protocol and rules of evidence.  
Principles and practices of legal research and investigation.  
Case management and analytical techniques.  
Computer applications related to the work.  
Record keeping principles and practices.  
Techniques for dealing with a variety of individuals of various ethnic and socio-economic groups, in person and over the telephone, often where situations may be strained or difficult.

**Skill in:**

Planning, organizing, supervising and reviewing the work of legal and legal support staff.  
Assisting in developing and implementing goals, objectives, policies, procedures and work standards.  
Defining issues, performing legal research, analyzing problems, evaluating alternatives and making appropriate recommendations.  
Presenting statements of fact, law and argument clearly and logically.  
Interpreting local, state and federal laws and regulations and applying them to County operations.  
Representing the County effectively in hearings, courts of law and meetings with law enforcement and social service other agencies.  
Preparing clear, concise and legally sufficient motions, sentencing statements, jury instructions and other documents.  
Using initiative and independent judgment within general policy guidelines.  
Planning, directing and reviewing the work of others on a project or day-to-day basis.  
Organizing own work, managing multiple projects and meeting critical deadlines.  
Maintaining accurate records and files.  
Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often where relations may be strained or difficult.

**Physical Demands:**

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to attend meetings and visit various sites.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

- Attend meetings outside of normal working hours.

**Licensing and Certification:**

- Be a member in good standing of the California State Bar Association.
- Possess a valid California Class C driver's license.

**Background:** Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

**Minimum:** Equivalent to possession of an advanced law degree from a college or university and successful completion of the State Bar examination and five years of professional experience as an attorney in the practice of criminal or civil law in the State of California.

**Preferred:** In addition to the above minimum, experience working in a prosecution capacity in a public agency setting.

**This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.**