

CLASS SPECIFICATION

Yuba County

November 2007

CLASS TITLE: Deputy District Attorney I/II/III

FLSA STATUS: Exempt

JOB SUMMARY:

Performs legal work of a routine to complex nature in representing the County in prosecuting criminal offenders; performs related work as assigned.

CLASS CHARACTERISTICS:

This is a deep class, in which placement is normally determined by two requirements: level of experience and the complexity of the work assigned. Positions at the I and II levels are alternately staffed, with incumbents beginning in a learning capacity, performing the more standard legal analysis and prosecution. The work may be related to any of a number of specialty legal areas. Deputy District Attorney III is the more experienced position in this professional class series and handles the more complex cases. Involvement in formal litigation, discretionary powers and direction of the work of others will increase as incumbents gain experience and expertise. These classes are distinguished from Chief Deputy District Attorney in that the latter acts as the second in command in the office in addition to having regular supervisory responsibility in a functional area.

EXAMPLES OF DUTIES:

Essential:

- Reviews and evaluates law enforcement reports and associated information and makes decisions whether to prosecute, negotiate or dismiss.
- Requests further investigation or information, if required; prepares appropriate documents for filing charges.
- Appears in Superior Court for all criminally related court matters, including, pre-hearing conferences, sentencing, preliminary hearings, motions, and court and jury trials.
- Interviews witnesses and victims of criminal, domestic violence, and other offenses; reviews and evaluates physical evidence, views crime scenes; discusses cases with law enforcement; evaluates cases for settlement purposes and creates strategies for trial.
- Performs legal research regarding a variety of anticipated legal issues; provides advice to law enforcement staff regarding applicable laws, court decisions and legal authorities.
- Prepares a variety of documentation, such as jury instruction packets, motions, sentencing statements, correspondence and other materials.
- Prepares witness lists; organizes and compiles court exhibits and other evidence in preparation for court and trial and provides for legal discovery of such work.
- Prepares and presents cases to the Yuba County Grand Jury.
- Maintains accurate records and files and compiles reports related to assigned areas of work.
- 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.
- Appears in Juvenile Court for all delinquency-related court matters, including detention, jurisdictional, and dispositional hearings; provides advice and legal analysis to juvenile probation officers.

Important:

- May direct the work of professional, technical or office support staff on a project or day-to-day basis.
- 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:

Criminal, domestic, and juvenile law and procedures, particularly as related to area(s) of legal specialty.
Techniques for the effective negotiation or court presentation of assigned cases.
Procedures and practices of presenting effective cases in court.
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.
Basic supervisory principles and practices.

Skill in:

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/regulations and applying them to County operations.
Representing the County effectively in hearings, courts of law and meetings with law enforcement, social service and 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 at all levels. (NOTE; For Deputy District Attorney I, law school graduates who have taken the California Bar Exam and not yet received their results, may participate in a recruitment/examination process. Names of candidates who pass the County examination will be placed "inactive" on the eligible list until the County receives written confirmation of their passing the California State Bar Exam.)
- Possess a valid California Class C driver's license.

Background: The minimum and preferred qualifications are listed below:

Deputy District Attorney I

MINIMUM: Equivalent to graduation from an accredited law school and successful completion of the State Bar examination. No experience is required.

PREFERRED: In addition to the minimum requirements for Deputy District Attorney I, some experience in the following order of preference: experience in the practice of criminal law to include the presentation of evidence or witness testimony in a contested hearing or trial; **OR** law school internship or law clerk experience in an Office of the District Attorney, Attorney General or United States Attorney; **OR** judicial clerkship experience.

Deputy District Attorney II

MINIMUM: Equivalent to graduation from an accredited law school, successful completion of the State Bar examination, and one year of professional experience as an attorney in the practice of criminal law.

PREFERRED: In addition to the minimum requirements for Deputy District Attorney II, direct experience as an attorney in the practice of criminal law in a prosecution capacity in a public agency setting and/or related experience in a law school criminal internship or as a law clerk in an Office of the District Attorney, Attorney General, or United States Attorney.

Deputy District Attorney III

MINIMUM: Equivalent to graduation from an accredited law school, successful completion of the State Bar examination, and three years of professional experience as an attorney in the practice of criminal law.

PREFERRED: In addition to the minimum requirements for Deputy District Attorney III, additional years of professional experience as an attorney in the practice of criminal law in a prosecution capacity in a public agency setting.

This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.