

ASSISTANT DISTRICT ATTORNEY

DEFINITION

Under minimal administrative direction performs the more difficult and complex legal work in the District Attorney's office; provides lead direction to subordinate staff and performs supervisory and decision making functions in the District Attorney's absence; provides legal services in civil and/or criminal law.

DISTINGUISHING CHARACTERISTICS

This class is distinguished as the assistant department head in the office of the District Attorney. The incumbent performs the more difficult and complex legal cases, as well as the full scope of responsibility for the lead direction of subordinate staff involved in criminal legal work, and performs supervisory and decision-making functions in the absence of the District Attorney.

REPORTS TO

District Attorney

CLASSIFICATIONS DIRECTLY SUPERVISED

Exercises lead direction over all legal, supervisory and clerical staff in the coordination of daily office operations in the absence of the District Attorney.

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EXAMPLES OF DUTIES

- Represents the District Attorney in his/her absence as required.
- Recommends and assists in the implementation of goals and objectives for the division.
- Establishes schedules and methods for daily operations.
- Implements division policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of legal, supervisory and clerical staff as assigned.
- Receives complaints filed by arresting officers or complainants and reviews and analyzes the evidence.
- Interviews witnesses.
- Determines whether or not a crime has been committed, the nature of the crime and whether or not the evidence justifies prosecution.
- Orders investigations and subpoenas.
- Reviews search warrants.
- Supervises and assists with case investigations.
- Prepares briefs and legal opinions.
- Appears in court to arraign cases.
- Participates in pre-trial conferences, motion, preliminary hearing and trials.
- Meets and negotiates with defense attorneys on cases as needed.
- Researches and reviews laws as they impact cases pending.
- Prepares pleadings and other papers in connection with suits, trials, hearings and similar legal proceedings.
- Makes decisions, subject to the review of the District Attorney, concerning advisability to pursue, compromise or dismiss criminal prosecution.
- Determines and makes appropriate legal motions and institutes other legal actions on behalf of the County.
- Prepares and presents cases for trial.
- Review cases for appeal.
- Reviews and prepares asset forfeiture cases.
- Coordinates activities with departments and outside agencies and organizations as appropriate.
- Attends and participates in meetings and activities of professional groups and committees.
- Maintains on-call availability at all hours of the day and night for law enforcement inquiries, but not limited to search warrant review, probable cause questions, crime identification questions, etc.
- Performs general office/administrative work as required, including preparing reports, legal documents and correspondence, attending meetings, etc.
- Performs related duties as required.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and courtroom environments; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Pertinent federal, state and county laws and regulations.
- Legal principles and practices with an emphasis on the Rules of Evidence and the Penal Code of the State of California.
- Legal research, terminology and procedures.
- Principles of training, supervision and performance evaluation.
- Organizational and management practices as applied to the analysis and evaluation of programs policies and operational needs.
- English usage, spelling, grammar and punctuation.
- Modern office practices and technology, including the use of computers for data and word processing.

Ability to:

- Plan, organize, interpret and apply legal principles and knowledge to complex legal problems.
- Independently prepare and present difficult felony cases, including capital offense cases.
- Investigate and prosecute criminal complaints.
- Interpret and apply federal, state and local policies, procedures, laws, codes and regulations.
- Effectively apply legal knowledge and principles in court.
- Present statements of law, fact and argument clearly and logically.
- Interpret and make decision in accordance with laws, regulations and policies.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Select, supervise, train and evaluate the work of staff.

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Ability to continued:

- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Maintain records and prepare required reports.

Training and Experience:

Seven (7) years of professional legal experience comparable to that of a Deputy District Attorney III with Plumas County. Significant experience in all types of felony crimes, including but not limited to, homicide, sexual assault, domestic violation, controlled substance trafficking, property crimes, etc.

Should include the preparation and presentation of said felony crimes at all stages of the proceedings including, but not limited to, charging, pre-trial motions, preliminary hearings, and trials.

Special Requirements:

Candidates must be an active member of the State Bar Association.

Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.