



ASSISTANT DISTRICT ATTORNEY

DEFINITION

Under general direction, plans, organizes, and provides general direction and oversight for all functions and activities of an assigned division within the District Attorney's Office; performs specialized and complex legal work in connection with the more significant, technical, and/or complex issues in the prosecution of criminal and civil cases; provides highly responsible and complex administrative support to the Chief Assistant District Attorney and District Attorney; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Assistant District Attorney. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff. Provides administration and coordination of office functions and legal work for the Office of the District Attorney as assigned and in the absence of the District Attorney and Chief Assistant District Attorney.

CLASS CHARACTERISTICS

This is a management classification with responsibility for planning, organizing, supervising, and directing various departmental administrative and prosecution related matters within the District Attorney Office. Incumbents are responsible for implementing policy, developing goals and objectives, administering the division's budget, and supervising professional, technical and administrative staff; and serves as senior counsel in the prosecution of serious, controversial and high penalty cases. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Chief Assistant District Attorney in that the latter functions as an assistant department head and is responsible for day-to-day oversight for the overall management and administration of the office for all County legal matters.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, coordinates, administers, directs, and evaluates staff, and activities of the various units within the District Attorney's Office.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned division; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Selects, trains, motivates, and evaluates the work of department personnel, provides direction or coordinates staff training, works with employees to correct deficiencies and implements discipline and termination procedures as required.
- Provides input into the development of goals, policies, procedures, work standards.
- Serves as a prosecutor on the more complex, specialized, sensitive, cases; interviews suspected criminals, witnesses, and others to determine the potential of the case for successful prosecution.
- Provides technical advice to attorneys in the office; reviews and evaluates various stages of prosecution including: upon receipt of complaints, review and examine physical and testimonial evidence; interrogate witnesses; the nature of the crime and whether or not evidence justifies prosecution of the crime, etc.
- Conducts litigation, including preparation of legal pleadings, opinions, briefs, and memoranda of law,

negotiation, and settlement of legal proceedings, conduct of trials, legal argument on motions and writs, and prosecution and defense of appeals in all California and federal trial and appellate courts.

- Assists and advises the Sheriff and other local law enforcement agencies with investigations and potential prosecution, such as Officer Involved Shootings, and coordination and implementation of liaison programs.
- Monitors legal developments, including legislation and court decisions related to the prosecution of both criminal and civil actions, and evaluates their impact upon County operations.
- Assists and confers with the Chief Assistant District Attorney or the District Attorney in policy, procedural, budget, grants, hiring, personnel and operational matters; and concerning Grand Jury proceedings; acts as counsel for the Grand Jury.
- Assists the Chief Assistant District Attorney in managing and participates in the development and administration of the various department grants.
- Represents the District Attorney's Office in meetings with a variety of public and private groups, media and individuals; confers with and makes presentations to boards and commissions as assigned.
- Assists and advises County management in cases involving potential prosecution.
- Acts as the Chief Assistant District Attorney on a relief basis.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles and methods, including goal setting, program development and implementation, and employee supervision.
- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.
- Principles and procedures of civil and criminal law, especially as related to the prosecution of civil and criminal cases through the District Attorney's Office.
- Applicable federal, state, and local laws, regulatory codes, constitutional provisions, ordinances, and procedures relevant to the prosecution of cases from pretrial through appeal.
- Advanced principles, methods, and practices of legal research and investigation.
- Judicial procedures and rules of evidence.
- Advanced pleading procedures.
- Practices and effective techniques in presentation of complex court cases.
- County government organization, structure, and functional responsibilities.
- Principles and practices of budgetary development and administration.
- Grant applications, procedures, compliance and processes.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide administrative, management, and professional leadership for an assigned division within the District Attorney's office.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for a division within the District Attorney's Office.
- Assist in preparing and administering budgets; allocate limited resources in a cost effective manner.
- Assist in developing and implementing goals, objectives, policies, procedures and work standards for an assigned division.
- Perform complex legal research, analyze multi-faceted problems, evaluate alternatives, and make sound recommendations.
- Prepare clear, concise, and complete legal documentation and reports, correspondence, and other written material.
- Analyze and apply legal principles and precedents, and make effective court and hearing presentations.
- Conduct effective negotiations.
- Understands application process for Grants, and ability to follow proper procedures, compliance and processes of the grant program.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in hearings, courts of law, meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Bachelor's degree from an accredited four-year college or university, plus a Juris Doctorate from an accredited school of law, and five (5) years of advanced professional legal experience in public prosecution of varied criminal and civil cases, as well as extensive trial experience, including two (2) years in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of an active membership in good standing with the State Bar of California.

PHYSICAL DEMANDS

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and

twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.