



ASSISTANT DISTRICT ATTORNEY

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under general direction, ~~assists in administering and coordinating specified phases of the work of~~ plans, organizes, and provides general direction and oversight for all functions and activities of an assigned division within the District Attorney's ~~office, including the oversight of a subsidiary office~~ Office; performs ~~specialized~~ specialized and complex legal work in connection with the more significant, technical, and/or complex issues in the prosecution of ~~criminal~~ criminal and civil cases.

Distinguishing Characteristics: provides highly responsible and complex administrative support to ~~This class has ongoing supervisory responsibility as well as responsibility for assisting 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 with departmental administrative matters. The incumbent also acts 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 ~~of departmental activities in addition to carrying a full caseload~~ for the overall management and administration of the office for all County legal matters.

EXAMPLES OF ESSENTIAL TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, coordinates, administers, reviews directs, and evaluates the staff, and activities of professional and support staff; assists in the selection of staff and provides for their training and professional 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.

~~Provides technical advice to attorneys in the office; prosecutes the more complex, difficult, sensitive and high penalty civil and criminal cases.~~

- ~~➤ 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 and the departmental budget.~~

~~Assists and advises the Sheriff and other local law enforcement agencies with investigations and potential prosecution.~~

- ~~➤ Serves as a staff prosecution attorney by: Interviewing prosecutor on the more complex, specialized, sensitive, cases; interviews suspected criminals, witnesses, and others to determine the potential of the case for successful prosecution.~~

~~Preparing and conducting case prosecution, from pretrial through appellate stages. Negotiating with defense attorneys for case disposition or modification. Performing trial work, including jury selection, examination and cross-examination and arguing the prosecution case.~~

- ~~➤ 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.~~
- ~~➤ Attendance and punctuality that is observant of scheduled hours Acts as the Chief Assistant District Attorney on a regular relief basis.~~
- ~~➤ Performs other related duties as assigned.~~

MINIMUM QUALIFICATIONS

Education and Experience:

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.~~

Education:

~~Equivalent to graduation from a college or university plus an appropriate law degree,~~

~~-and-~~

Experience:-

~~Five (5) years of experience in the active practice of law in the State of California. Experience in the prosecution of varied criminal and civil cases, extensive trial experience, and prior lead or supervisory experience are desirable.~~

Other Requirements:

~~Must possess and maintain a valid driver's license. Must be a member in good standing of the California State Bar Association.~~

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 officeOffice.~~
- ~~State andApplicable federal, state, and local laws and regulatory codes, constitutional provisions affecting, ordinances, and procedures relevant to the prosecution of cases from pretrial through appeal.~~
- ~~PrinciplesAdvanced principles, methods, and practices of legal research and investigation.~~
- ~~Judicial procedures and rules of evidence.~~
- ~~Pleadings and practicesAdvanced pleading procedures.~~
- ~~Practices and effective techniques in the presentation of trialcomplex court cases.~~
- ~~County government organization, structure, and functional responsibilities.~~
- ~~Basic Principles and practices of budgetary principlesdevelopment and practicesadministration.~~

Skill in:

~~Planning, organizing, directing and reviewing the work of assigned staff.~~

~~Training staff and providing professional advice.~~

- ~~Assisting in developing and implementing goals, objectives, policiesGrant 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 work standards. County staff.~~

~~Performing complex legal research, analyzing multi-faceted problems, evaluating alternatives and making sound recommendations.~~

~~Prepare clear, concise and complete legal documentation and reports, correspondence and other written materials.~~

- ~~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:

Exercise independent judgment within general policy guidelines

- 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 parameters-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.
- ~~Represent~~ 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 effectively in hearings, courts of law and meetings with others.—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 and, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

~~ENVIRONMENTAL CONDITIONS!~~

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 conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

Environment:

Work is

~~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 performed indoors in an office or court room environment and may include infrequent irregular hours and with moderate noise levels, controlled temperature conditions, and no direct exposure to some stressful situations.~~

Physical:

~~Primary functions require sufficient hazardous physical ability to work in an office or court room setting; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range substances. Employees may interact with or without correction. **Frequent** sitting. **Occasional** walking, use members of both hands and all fingers, ability to grasp and hold, wrist and arm motion; carrying, pushing and pulling of objects weighing up to 40 lbs. **Infrequent** reaching, bending, climbing; lifting objects over 15 lbs.~~

HISTORY

JCN: 5205

Created: JUN 1990

Revised: JUL 2013 – HRD

~~the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.~~