



MAY 2018
FLSA: EXEMPT
Bargaining Unit: CA
JCN: 5201/5202/5203/5204

DEPUTY DISTRICT ATTORNEY I-IV (DEEP CLASS)

DEFINITION

Under general supervision (Deputy District Attorney I and II), direction (Deputy District Attorney III), and general direction (Deputy District Attorney IV), performs professional legal duties in support of the District Attorney's Office and the prosecution of criminal activities; represents the District Attorney's Office and litigates assigned cases in courts of law; performs legal research; plans and coordinates investigations for the prosecution of legal cases; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Deputy District Attorney I and II), direction (Deputy District Attorney III) and general direction (Deputy District Attorney IV) from the Assistant District Attorney and Chief Assistant District Attorney. All levels exercise no supervision of staff or attorneys. May provide training to less experienced staff.

CLASS CHARACTERISTICS

This is a multi-level professional classification series in which incumbents may be assigned to any of four (4) levels, depending upon experience, proficiency gained, and the complexity and sensitivity of assigned cases. The work may be related to prosecuting cases in a number of legal specialty areas of criminal and civil law. Incumbents must be a member in good standing of the California State Bar Association. Positions in these classes are flexibly staffed and are normally filled by advanced form the lower-level classification.

Deputy District Attorney I: This is the first working level class in the Deputy District Attorney series. Incumbents with professional-level experience perform misdemeanors and less complex felony case management and prosecution within the District Attorney's Office, such as misdemeanor, domestic violence, theft, DUI and controlled substance cases, as well as felony preliminary hearings and potentially less complex felony matters. The work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

Deputy District Attorney II: This is the second working level class in the Deputy District Attorney series performing professional legal work for a broader range of increasingly complex misdemeanor cases and moderately complex felony criminal cases within the District Attorney's Office. Incumbents regularly work on cases that are varied, requiring considerable discretion and independent judgment. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. As experience is gained, assignments become more varied and are performed with greater independence.

Deputy District Attorney III: This is the third working, and full journey-level, classification in the Deputy District Attorney series responsible for performing the full range of professional legal work within the District Attorney's Office; typical cases include those assigned to the Deputy District Attorney II level, as well as additional ongoing assignments to investigate and litigate complicated, criminal cases. Positions in this classification rely on experience and judgment to ensure the efficient and effective prosecution of

assigned cases. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines, and incumbents are responsible for establishing objectives, timelines, and methods to deliver legal services. Work may be reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. As experience is gained, assignments become more varied and are performed with greater independence.

Deputy District Attorney IV: This is the fourth working, and highest (non-lead or supervisor) advanced-level, classification in the Deputy District Attorney series responsible for performing the most complex and difficult professional legal work within the District Attorney's Office; typical cases include regular assignment to investigate and litigate complicated, high profile criminal cases or an assignment to a specialized misdemeanor and felony caseloads such as homicide, sexual assault, domestic violence, major fraud and drug cases. Incumbents may also, serve as a law enforcement liaison, task forces, and grand jury liaison. Positions in this classification require extensive experience and judgment to ensure the efficient and effective prosecution of assigned cases. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver legal services.

These classes are distinguished from the Sr. Deputy District Attorney in that the latter provides technical and functional direction to an assigned team of Deputy District Attorneys and various task force and liaison functions of the department

Positions in the Deputy District Attorney class series are flexibly staffed. Positions at the II-level are normally filled by advancement from the I-level; similarly, positions at the III-level are normally filled by advancement from the II-level; and positions at the IV-level are normally filled by the III-level at the discretion of the Department Head. Progression to each higher classification level is subject to all of the following (i) management affirmation that the incumbent is performing the full range of duties assigned; (ii) management approval for progression to the next higher level in the series; (iii); satisfactory work and office performance at the current classification level; and (iv) the incumbent meeting the minimum qualifications for the next classification.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Performs the full range of routine to complex legal activities, involving the investigation and prosecution of routine to complex criminal or civil cases; prepares and presents cases in court.
- Evaluates incoming law enforcement reports involving juvenile and adult offenders; review reports and files cases, and handles all aspects of prosecution from arraignment to sentencing.
- Reviews, analyzes, and researches allegations; makes determination on the appropriate charge following receipt of the agency reports; files criminal charges; keeps victims and witnesses informed of the status of legal proceedings.
- Interviews witnesses and victims; reviews and analyzes evidence, police reports, and other materials related to pending cases.
- Provides direction to law enforcement and investigative personnel related to investigation of criminal offenses; provides advice as to applicable laws, court decisions, and legal authorities.
- Negotiates with defense counsel at pre-trial hearings regarding case disposition or modification.
- Prepares and appears in court for trials, hearing, and pleadings.
- Makes recommendations regarding sentencing and presents the position at sentencing and revocation hearings.
- Assists and advises district attorney investigators and law enforcement agencies regarding in progress investigations.
- Researches law and precedents to obtain information needed to prosecute pending cases.
- Performs appellate research and drafts appellate briefs, pleadings, bail recommendations, motions, and other legal documents; appears in the designated court of appeal.

- Manages court calendars to ensure that cases are resolved quickly; prepares for weekly settlement conferences; conducts in-chambers discussions with court staff and defense attorneys to facilitate case settlement.
- Performs trial work, including jury selection, examination and cross-examination, and argument of the prosecution case.
- Maintains accurate records and files, and compiles reports of work performed.
- Participates in various task forces with surrounding counties.
- Monitors legal developments, including proposed legislation and court decisions; evaluates their impact on the prosecution of civil and criminal cases and recommends appropriate action.
- Communicates with victims and witness to advise on the status of the case; obtain information and schedule meetings or court appearances.
- May provide training to Deputy District Attorneys I-III. (applies to the IV level only)
- May serve as a lead attorney on projects, task forces, including law enforcement training and liaison tasks. (applies to the IV level only)
- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the I or II level while in a learning capacity.

Knowledge of:

- Civil and criminal law and procedures, particularly as related to areas of legal specialty.
- Practices and effective techniques in presentation of court cases.
- Judicial procedures and rules of evidence.
- Responsibilities and obligations of public officials and administrative agencies.
- Applicable state and federal laws, criminal law, constitutional law, and provisions affecting the prosecution of alleged criminals.
- Organization and procedures of the District Attorney's Office.
- Pleadings procedures.
- Appellate court procedures.
- Principles, methods, and techniques of legal research, legal writing, and investigation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- 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:

- Prosecute the full range of criminal and civil cases.
- Define issues, perform legal research, analyze complex problems, evaluate alternatives, and make appropriate recommendations.
- Present statements of fact, law, and argument clearly and logically.
- Perform legal research.
- Conduct effective negotiations.
- Interview and prepare witnesses for testimony.
- Interpret and explain legal principles and relate them to both trained legal professionals and the public.
- Exercise sound, independent judgment within the general policy guidelines and legal parameters.

- Handle difficult situations and respond quickly to changing situations.
- Prepare clear, concise, and legally sufficient resolutions, ordinances, contracts, leases, permits, reports, correspondence, and other written material.
- Present statements of fact, law, and argument clearly and logically, often times in front of large groups.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- 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 multitask, 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:

Deputy District Attorney I: Equivalent to a bachelor's degree from an accredited four-year college or university, plus a Juris Doctorate from an accredited school of law.

Deputy District Attorney II: Equivalent to a bachelor's degree from an accredited four-year college or university, plus a Juris Doctorate from an accredited school of law, and two (2) year of legal experience, preferably in the areas of criminal prosecution. Demonstrated increased ability to prosecute complex misdemeanor cases is required for advancement to the level of Deputy District Attorney II.

Deputy District Attorney III: Equivalent to a bachelor's degree from an accredited four-year college or university, plus a Juris Doctorate from an accredited school of law, and three (3) years of legal experience, preferably in the area of criminal prosecution. Demonstrated increased ability to prosecute complex misdemeanor cases is required for advancement to the level of Deputy District Attorney III.

Deputy District Attorney IV: Equivalent to a 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 experience, preferably in the area of criminal prosecution. Demonstrated increased ability to prosecute complex and/or high penalty cases with minimal supervision is required for advancement to the level of Deputy District Attorney IV.

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

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed

materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office and court environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in a court room environment and may interact with members of the public under emotionally stressful conditions and situations. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.