



## **CHIEF ASSISTANT DISTRICT ATTORNEY**

### **DEFINITION**

Under administrative direction, assists the District Attorney in planning, organizing, managing, and providing direction and oversight for all functions and activities of 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 District Attorney; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the District Attorney. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

### **CLASS CHARACTERISTICS**

This is a single position assistant department director classification that has significant responsibility for the development, implementation, oversight, and evaluation of District Attorney programs, services, and functions, and is responsible for managing day-to-day activities through subordinate managers or supervisors; including administrative matters and acting as senior counsel in the prosecution of serious, controversial, and high penalty cases. In addition, assists in short- and long-term planning; and development and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other County departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions.

This class is distinguished from the District Attorney in that the latter is an elected position and has overall management and administrative responsibility for all County legal matters.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the District Attorney's Office.
- Assists in managing and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Directs the selection, supervision, and work evaluation of assigned staff, and provides for their training and development; conducts or supports personnel investigations as appropriate; makes recommendations regarding discipline as needed; and implements approved disciplinary actions.
- 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.

- Serves as a prosecutor on the more complex, difficult, sensitive, and high penalty civil and criminal 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.
- Prepares pleadings, motions, ordinances, resolutions, contracts, leases, permits, and other legal documents.
- Assists in managing and participates in the development and administration of the various department grants.
- Confers with the District Attorney in policy, procedural, budget, grants, hiring, personnel and operational matters.
- Conducts and oversees Grand Jury proceedings; acts as counsel for the Grand Jury.
- 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.
- 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 District Attorney on a relief basis.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices including goal setting, budget development, and implementation.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Advanced principles and procedures of complex civil, constitutional, and administrative law and their application.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Advanced principles, methods, and practices of legal research and investigation.
- Judicial procedures and rules of evidence.
- Advanced pleadings procedures.
- Practices and effective techniques in the presentation of court cases.
- Grant applications, procedures, compliance and processes.
- 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.
- County government organization, structure, and functional responsibilities.
- Principles and practices of budgetary development and administration.
- 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:**

- Assist in developing and implementing goals, objectives, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Perform complex legal research, analyze multi-faceted problems, evaluate alternatives, and make sound recommendations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Conduct effective negotiations.
- Prepare clear, concise, and complete legal documentation and reports, correspondence, and other written material.
- Make effective court and hearing presentations.
- Understands application process for Grants, and ability to follow proper procedures, compliance and processes of the grant program.
- Exercise independent judgment within general policy guidelines and legal parameters.
- Analyze and apply legal principles and precedents, and making effective court and hearing presentations.
- 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:**

A Juris Doctorate (J.D.) or Bachelor of Laws (LL.B) degree from an accredited law school;

AND

Eight (8) years of advanced professional legal experience in public prosecution of varied criminal and civil cases, as well as trial experience, including two (2) years in a supervisory or management capacity.

**Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License 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.