

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: ASSISTANT DISTRICT ATTORNEY
DEPARTMENT: DISTRICT ATTORNEY
REPORTS TO: DISTRICT ATTORNEY
CIVIL SERVICE: NO

CLASS CODE: 7003
FLSA STATUS: E
DATE: 11/07
BARGAINING UNIT: 303 MANAGEMENT

JOB SUMMARY:

Under general direction of the District Attorney, the Assistant District Attorney is responsible for the overall day-to-day administration and management of all functions of the office of the District Attorney; supervises the various sections of the office by direct observation or review; acts, when so designated, for the District Attorney during periods of absence; may try the most complex legal cases.

DISTINGUISHING CHARACTERISTICS:

This single position class has responsibility for assisting the District Attorney with departmental administrative matters, for acting as the day-to-day administrator of the department, and for acting as senior counsel in the prosecution of serious, controversial and high penalty cases. This position is distinguished from the Chief Deputy District Attorney by its responsibility to plan, organize and direct the activities and operations of the Department. This class is distinguished from District Attorney in that the latter is an elected official with overall administrative responsibility for the operation of the department.

SUPERVISION EXERCISED:

Exercises technical and functional supervision over the Deputy District Attorney series, legal support staff and other staff.

EXAMPLE OF DUTIES: *(Duties may include, but are not limited to the following)*

- Assist the District Attorney in the administration and operations of the department to ensure efficient organization and completion of work.
- Carry out supervisory duties in accordance with policies, procedures and applicable laws including: interviewing, hiring and training and mentoring, planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.
- Plan and implement short-term or annual goals, objectives, and strategies for the department to ensure efficient organization and completion of work.
- Develop, communicate, and monitor policies, procedures, and standards for the department; recommend and implements improvement when necessary.
- Provide information, advice, feedback, or assistance to others within the department to refine work outputs or resolve problems.
- Ensure that quality standards and compliance with regulations are maintained.
- Review and analyze reports and other evidence; determine whether or not issuance of a complaint is justified or whether additional evidence is required; authorize felony and misdemeanor criminal complaints.
- Advise the general public and law enforcement officers on criminal proceedings.
- Conduct extensive legal research by retrieving statutes, cases, law reviews and State and federal regulations.
- Interpret and apply laws, court decisions and legal authorities for use in the preparation of complex cases, and briefs.
- Investigate, research, and prepare for trial and tries highly complex and difficult felony cases.
- Prepare reports, opinions, pleadings, briefs, appeals and/or other legal documents in connection with trials, hearings and other complex legal proceedings.
- Assist the District Attorney in the development and administration of the department budget; approve office expenditures.
- Serve as advisor to the Grand Jury.
- Act as a liaison for the District Attorney's office.
- Conduct regular staff meetings to review progress, accomplishments, strategies, and plans for the section.
- Maintain and upgrade professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Attend and/or conduct various internal and external meetings.
- Serve as District Attorney in his/her absence.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Current membership with the State Bar of California and five years of increasingly responsible experience as a practicing attorney to include at least one year performing managerial level supervisory and administrative duties; or any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Licensed to practice law in the State of California
Valid Drivers License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles, procedures and practices regarding the practice of law in the State of California.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Principles and practices of effective supervision and training
- Record keeping, report preparation, filing methods and records management techniques.
- Methods and techniques of research, statistical analysis and report presentation.
- Ethical and professional standards of conduct.
- Computer applications and hardware related to performance of the essential functions of the job.
- Administrative principles and practices including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- Budgetary principles and practices.

Skill in:

- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing.
- Motivating staff, supporting and providing for their training and professional development.
- Analyzing and resolving office administrative situations and problems.
- Selection, planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Mental and Physical Ability to:

- Analyze situations effectively, interpret and apply laws and regulations and recommend effective courses of action.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Write reports, motions, briefs and/or other legal documents.
- Speak effectively before groups and respond to questions.
- Argue clearly, logically and persuasively in written and oral form.
- Maintain confidentiality and objectivity.
- Understand and accept differences in human behavior, cultural and ethnic backgrounds.
- Establish and maintain effective working relationships with a variety of individuals.
- Prepare and present cases in court; negotiate settlements.
- Train and mentor less experienced attorneys.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to stand, walk and lift and/or move up to 40 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.