

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: CHIEF DEPUTY DISTRICT ATTORNEY
DEPARTMENT: DISTRICT ATTORNEY
REPORTS TO: DISTRICT ATTORNEY & ASSISTANT DISTRICT ATTORNEY
CIVIL SERVICE: YES

CLASS CODE: 7004
FLSA STATUS: E
DATE: 11/07
BARGAINING UNIT: 715 MCPAA

JOB SUMMARY:

Under limited direction, supervises and coordinates the litigation activities in the District Attorney office and performs a variety of professional legal work involving the preparation, filing and prosecution of criminal misdemeanor and felony cases. The Chief Deputy District Attorney assists in planning, organizing, directing, and coordinating the work of attorneys within the Department, acts, when so designated, for the District Attorney during periods of absence and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the Senior Attorney in the District Attorney's office; incumbents in this class are assigned the most complex misdemeanor cases and serious and violent felony cases. This position is distinguished from Deputy District Attorney IV by the responsibility of the Chief to assist with office operations and by its supervisory duties. This position is distinguished from the Assistant District Attorney by the latter's responsibility to plan, organize and direct the activities and operations of the Department.

SUPERVISION EXERCISED:

The Chief Deputy District Attorney 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)*

- Manage staff 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.
- Manage division operations and oversee staff involved in various functions, including: preparing cases; conducting legal research and factual investigations; issuing subpoenas; negotiating case resolutions; interviewing and advising complainants and witnesses; and conducting complex jury and court trials.
- Assist with the planning and implementation of short and long-term goals, objectives, and strategies for the division ensure efficient organization and completion of work.
- Develop, communicate, and monitor policies, procedures, and standards for the division; recommend and implement 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.
- 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 other legal authorities for use in the preparation of complex cases, opinions and briefs.
- Investigate, research, and prepare for trial and tries highly complex and difficult felony cases.
- Supervise staff in and/or prepare reports, opinions, pleadings, briefs, appeals and/or other legal documents in connection with trials, hearings and other complex legal proceedings.
- Present evidence to the grand jury.
- 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.
- Coordinate the Deputy District Attorney's schedule to assure their attendance of required training and proper staff coverage.
- Attend and/or conduct various internal and external meetings.
- 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 experience as a practicing attorney to include two years at a level equivalent to that of the Deputy District Attorney IV; 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.
- 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.

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.