

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	DEPUTY DISTRICT ATTORNEY II	CLASS CODE: 7006
DEPARTMENT:	DISTRICT ATTORNEY	FLSA STATUS: E
REPORTS TO:	CHIEF DEPUTY DISTRICT ATTORNEY	DATE: 11/07
CIVIL SERVICE:	YES	BARGAINING UNIT: 715 MCPAA

JOB SUMMARY:

Under direct supervision, the Deputy District Attorney II performs a variety of professional legal work involving the preparation, filing and prosecution of criminal misdemeanor cases as assigned and provides assistance to department staff.

DISTINGUISHING CHARACTERISTICS:

This is the first journey level class in the Deputy District Attorney series; incumbents are assigned more complex misdemeanor cases and low level felony cases. Positions in the class of Deputy District Attorney II are distinguished from positions in the class of Deputy District Attorney I in that assignments in the higher class require specific legal experience and less supervision and review. The position is distinguished from the Deputy District Attorney III in that assignments in the former class cover the entire range of litigation and advice activities and are assigned complex misdemeanor and felony cases.

SUPERVISION EXERCISED:

No supervision is exercised. This position may provide training to other staff.

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

- Interview victims and witnesses related to crimes; discuss cases with associated parties, such as investigators, police officers, probation officers and other attorneys.
- Review police reports, defendant files, probation reports, witness statements, evidence, crime scenes and/or other sources to obtain relevant information for cases.
- Issue subpoenas.
- Negotiate resolution of cases with defense attorneys and judges.
- Appear and present in court at various stages of cases, including arraignments, preliminary hearings, pre-trial conferences and/or trials.
- Research, formulate, draft and file motions, briefs and/or other legal documents.
- Argue motions in court; present evidence and witness testimony.
- Prepare cases for presentation at jury trials; coordinate with appropriate relevant parties.
- Conduct legal research on criminal law issues.
- Review appropriate documentation to file criminal charges.
- Review comprehensive investigative and/or other reports.
- Review current relevant legislation and litigation.
- May act as a representative for the District Attorney's Office.
- Maintain and upgrade professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Performs 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 one year experience as a practicing attorney equivalent to that of the Deputy District Attorney I level; 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.

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.

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.
- 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.