

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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

CLASS CODE: 7005
FLSA STATUS: E
DATE: 11/07
BARGAINING UNIT: 715 MCPAA

JOB SUMMARY:

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

DISTINGUISHING CHARACTERISTICS:

This is the entry/trainee level class in the Deputy District Attorney series; incumbents are assigned low level misdemeanor cases. The Deputy District Attorney I is distinguished from the class of Deputy District Attorney II in that assignments to the latter class require more legal experience and less supervision and review and are assigned more complex misdemeanor cases and low level felony cases. As incumbents acquire greater knowledge and skill, they carry out their assignments with greater independence. Incumbents are expected to promote to the Deputy District Attorney II class after one year of satisfactory performance at the I level.

SUPERVISION EXERCISED:

No supervision is exercised.

EXAMPLE 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.
- Appear and assist in making presentations in court at various stages of cases, including arraignments, pre-trial conferences and/or trials.
- Research, formulate, draft and file motions, briefs and/or other legal documents.
- 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.
- 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. Completion of a legal intern program, preferably in a District Attorney's office, is highly desirable; or any combination of education, training and experience which 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.
- 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.