

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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

CLASS CODE: 7007
FLSA STATUS: E
DATE: 11/07
BARGAINING UNIT: 715 MCPAA

JOB SUMMARY:

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

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level class in the Deputy District Attorney series; incumbents are assigned complex misdemeanor and felony cases. Positions in this class are distinguished from positions in the class of Deputy District Attorney II by assignments that cover the entire range of prosecution and advice activities. Positions in this class are distinguished from those in the class of Deputy District Attorney IV in that incumbents in the higher class are assigned the most complex misdemeanor cases and serious and violent 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; discusses cases with associated parties, such as investigators, police officers, probation officers and other attorneys; prepare victims and witnesses for court appearance and testimony.
- Review police reports; defendant files; probation reports; witness statements; evidence; crime scenes; psychiatric, medical and forensic sciences information; and/or other sources to obtain relevant information for cases.
- Assist law enforcement agencies with investigations and issues of law.
- Assist in the development and implementation of policies and procedures.
- Obtain search warrants; issue subpoenas.
- Negotiate resolutions of cases with defense attorneys and judges.
- Appear and present in court at various stages of cases, including arraignments, preliminary hearings, pre-trial conferences, sentencing, motions, post-conviction hearing and/or trials.
- Research, formulate, draft and file motions, briefs and/or other legal documents.
- Argue motions in court and present evidence and witness testimony.
- File and/or prepare cases for presentation at jury trials; coordinate with appropriate relevant parties; prepare audiovisual displays and demonstrative evidence using current technologies.
- Conduct legal research on criminal law issues.
- Review comprehensive investigative and/or other reports and appropriate documentation to file criminal charges.
- Review, edit and sign legal documents prepared by lower level district attorneys or other staff members.
- Review current relevant legislation and litigation.
- Authorize and approves extradition proceedings; handle insanity commitment proceedings.
- Act as a representative for the District Attorney's office; work with investigators to prepare cases for court; request investigations and evaluate results; discuss and resolve problems; discuss and plan case tactics and strategy with investigators.
- May be assigned the Asset Forfeiture Unit, including: coordinating activities with various law enforcement agencies and federal agencies; drafting interrogatories; preparing and conducting depositions; preparing other legal documents, orders, subpoenas, etc.; conducting civil discovery; tracing assets and identifying improper money handling processes; seizing and accounting for property; preparing detailed, complex related financial and other reports; deeming property as seized and authorizing sale of same; and filing, researching, and arguing writs and appeals.
- Maintain and upgrade professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Provide guidance and assistance to less experienced district attorneys or others; answer legal questions and educate staff in changes in laws; review pleadings and filings of staff.
- 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 two years experience as a practicing attorney at a level equivalent to that of the Deputy District Attorney II; 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.
- 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.