

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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

CLASS CODE: 7008
FLSA STATUS: E
DATE: 11/07
BARGAINING UNIT: 715 MCPAA

JOB SUMMARY:

Under limited supervision, the Deputy District Attorney IV 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 highest level, non-supervisory class in the Deputy District Attorney series. Positions in this class are distinguished from the Deputy District Attorney III in that incumbents in this class are assigned the most complex misdemeanor cases and serious and violent felony cases. Incumbents also perform legal research on complex issues and provide advise on establishing departmental procedures for prosecuting such cases. Positions in this class perform as lead attorneys on cases requiring more than one attorney. The position is distinguished from the Chief Deputy District Attorney in that the incumbent in the higher class exercises full supervision over the Deputy District Attorney series.

SUPERVISION EXERCISED:

May exercise lead supervision over other attorneys in the investigation, research, and preparation of the more complex cases and train other staff members.

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

- Interpret and apply laws, court decisions and other legal authorities for use in the preparation of complex cases, opinions and briefs.
- Prepare pleadings and other legal documents in connection with trials, hearings and other complex legal proceedings.
- File criminal complaints in various courts.
- Conduct extensive legal research; prepare complex written legal reports, opinions, briefs and appeals.
- Interview and advise complainants and witnesses in regard to prospective criminal complaints on complex and difficult cases.
- Present evidence to the grand jury to obtain criminal indictments in cases having widespread public interest.
- Authorize and approves extradition proceedings; handle insanity commitment proceedings.
- Analyze evidence; determine whether or not issuance of a complaint is justified or whether additional evidence is required; advise the general public and law enforcement officers on criminal proceedings; authorize felony and misdemeanor criminal complaints.
- Instruct, assist and advise other deputy district attorneys and technical/clerical support as assigned.
- May assist in the planning and implementation short-term or annual goals, objectives, and strategies for the section to ensure efficient organization and completion of work.
- May assist with monitoring, communicating and developing policies, procedures and standards for the section; recommend and implement improvement when necessary.
- Provide information, advice, feedback, or assistance to others to refine work outputs or resolve problems.
- Ensure that quality standards and compliance with regulations are maintained.
- Act as a liaison for the District Attorney's office.
- 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.
- Attend and/or conduct various internal and external meetings.
- 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 four years experience as a practicing attorney to include two years at a level equivalent to that of the Deputy District Attorney III; 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.