

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	DISTRICT ATTORNEY	CLASS CODE:	7002
DEPARTMENT:	DISTRICT ATTORNEY	FLSA STATUS:	E
REPORTS TO:	ELECTED OFFICIAL	DATE:	08/07
CIVIL SERVICE:	NO	BARGAINING UNIT:	630 ELECTED OFFICIALS

JOB SUMMARY:

Primary responsibility is to the community within Mendocino County; to oversee and direct the prosecution of criminal acts committed within Mendocino County; to plan, organize and direct the operations, activities and staff of the District Attorney's office. The District Attorney performs the most significant and complex legal work within the office consisting of varied and highly complex professional and administrative duties.

DISTINGUISHING CHARACTERISTICS:

This single position class has the overall responsibility for departmental administrative matters, for acting as the day-to-day administrator of the department, and for acting as senior counsel in the prosecution of serious, controversial and high penalty cases. This class is distinguished from Assistant District Attorney in that it is an elected official with overall administrative responsibility for the operation of the department.

SUPERVISION EXERCISED:

Exercises technical and functional supervision over staff within the District Attorney office.

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

- Plan long-range goals, objectives, organizational structure, and overall direction for the department.
- Manage staff in accordance with policies, procedures and applicable laws including: interviewing, hiring, training, mentoring; assigning and directing work; providing information, feedback, or assistance; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.
- Monitor, review, and communicate the implementation phases of the department's strategic plans to ensure that long-range goals and objectives are met.
- Plan and implement short-term or annual goals, objectives, and strategies for the department, project or program to ensure efficient organization and completion of work.
- Plan, allocate, and monitor time, people, equipment, and other resources for the organization to ensure efficient organization and completion of work.
- Develop, communicate, and monitor policies, procedures, and standards for the department; 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.
- Review and analyze reports and other evidence; determines whether or not issuance of a complaint is justified or whether additional evidence is required; authorizes felony and misdemeanor criminal complaints.
- 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.
- Prepare reports, opinions, pleadings, briefs, appeals and/or other legal documents in connection with trials, hearings and other complex legal proceedings.
- Develop and administer the department budget.
- Sign official and other documents to approve or ensure information adequacy, accuracy, and legitimacy.
- Serve as advisor 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.
- 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:

Licenses and Certifications:

Licensed to practice law in the State of California

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.
- Labor law and procedures used in handling personnel issues.
- Budgetary principles and practices.

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.