

CLASS SPECIFICATION



CLASS:	Chief Deputy District Attorney	ESTABLISHED:	May 1996
ALLOCATION:	District Attorney	REVISED:	June 2019
FLSA STATUS:	Exempt		
UNION AFFILIATION:	Non-Represented (Management)		

JOB SUMMARY:

Under the general direction of the District Attorney, plans, organizes, and manages the operations of the District Attorney's Office; evaluates the work of professional staff; establishes prosecution policies and procedures; plans, directs, coordinates and evaluates training for staff and other law enforcement agencies; personally prosecutes sensitive or complex cases; performs related work as assigned.

CLASS CHARACTERISTICS:

The Chief Deputy District Attorney acts as second in command in the office. Within broad parameters of legal and departmental policy and procedural guidelines, the incumbent is held accountable for exercising substantial initiative, judgment and expertise in administering the criminal prosecution operations and managing the professional staff. General policy direction is received from the District Attorney. This class is distinguished from District Attorney in that the latter is the elected official.

EXAMPLES OF DUTIES:

Essential:

- Plan, organize, direct, and coordinate the representation of the District Attorney before the Court.
- Select, train, schedule, assign, supervise, and formally evaluate staff attorneys.
- Recommend disciplinary actions and merit recognition for assigned staff.
- Evaluate training needs of staff and coordinate with the District Attorney to meet those needs through both internal and external learning opportunities.
- Establish operational goals, objectives, policies and procedures to facilitate effective workflow.
- Manage the caseload in accordance with justice, policy and procedures, and available resources, evaluating cases making decisions on their disposition.
- Provide policy and procedural guidance in the review, handling and disposition of criminal cases.
- Evaluates cases, making appropriate comments and advising subordinates on points of law, legal procedures, tactics and strategy required during case preparation and presentation in court.
- Identify highly sensitive cases to guide and assure the confidentiality of investigation and procedures.
- Coordinates operations of the District Attorney's Office with outside agencies, the courts, and other county departments.
- Evaluate training needs of law enforcement partners and coordinates with those agencies to plan and execute training on topics such as search and seizure, report writing, courtroom testimony, and specialized investigations.
- Personally handle select criminal cases or caseloads.
- Implement grant-funded programs, ensuring compliance with grant program objective, requirements and reporting.
- Maintain accurate records and files and compiles reports related to operations.
- Monitor legal developments, disseminating information to staff on new case law, legislation and legal commentary.
- Develop, coordinate and implement a media plan to keep the public informed.

Important:

- Maintains a variety of records.
- Writes policies and procedures as required.
- Writes correspondence and reports.
- Uses standard office equipment, including a computer, in the course of the work; may drive a County or personal motor vehicle to attend court sessions and meetings, interview individuals and visit case sites.

QUALIFICATIONS:

Knowledge of:

- Authority, limitations, and functions governing the District Attorney's Office.
- Principles, practices and techniques of personnel administration.
- Principles of supervision, including training, motivation, evaluation, and discipline.
- California criminal, civil, and juvenile law and procedures.
- Rules of evidence.
- Techniques for the effective negotiation of cases.
- Procedures and practices for complying with discovery obligations.
- Procedures and practices of presenting effective cases in court.
- Techniques for dealing with a variety of individuals of various ethnic and socio-economic groups, in person and over the telephone, often where situations may be strained or difficult.

Skill in:

- Defining issues, performing legal research, analyzing problems, evaluating alternatives and making appropriate recommendations.
- Presenting statements of fact, law and argument clearly and logically.
- Interpreting local, state and federal laws/regulations and applying them to cases.
- Preparing clear, concise and legally sufficient motions, sentencing statements, jury instructions and other documents.
- Using initiative and independent judgment within general policy guidelines.
- Organizing own work, managing multiple projects and meeting critical deadlines.
- Maintaining accurate records and files.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often where relations may be strained or difficult.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Plan, organize, supervise and review the work of legal, investigative and support staff.
- Develop and implement goals, objectives, policies, procedures and standards.
- Represent the County effectively in hearings, courts of law, and meetings with law enforcement, social services, other agencies, and the public.
- Plan, direct and review the work of others on a project or day-to-day basis.

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time
- Strength to lift boxes and files weighing up to 25 pounds;
- Ability to drive a car to various meetings and trainings.

Accommodation may be made for some of these physical demands.

Working Conditions:

- Work performed generally in a typical office and courtroom environment, however occasional work required at various locations throughout the county and state, including crime scenes, domestic violence shelters, the homes of victims or witnesses, crime labs, morgues, hospitals, jails, and prisons.
- Occasional travel required in and out of state for job performance and training.
- Attend meetings and communicate with law enforcement outside of normal working hours.
- On a regular basis will be exposed to and work with content depicting and describing extremely graphic violence, sex, sexual assault and other prurient conduct.

Licensing and Certification:

- Be a member in good standing of the California State Bar Association.
- Possess a valid California Class C driver's license.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting required prior to hire.
- Occasionally attend meetings and communicate outside of normal working hours.
- Occasionally travel overnight for work or training.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

The minimum and preferred requirements for education and experience are listed below. While the following requirements outline the minimum qualifications, the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

MINIMUM: Juris Doctorate Degree from an accredited school of law, and five years of experience as an attorney in the practice of criminal or civil law in the state of California.

PREFERRED: In addition to the above minimum, additional years of professional experience as an attorney in the practice of criminal law, and/or experience mentoring, coaching or supervising.

This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

EEOC: A
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____