

CLASS SPECIFICATION



CLASS: Deputy District Attorney I/II/III
ALLOCATION: District Attorney
FLSA STATUS: Exempt
UNION AFFILIATION: DDAA

ESTABLISHED: CIRCA 1985
REVISED: July 2021

JOB SUMMARY:

Under direction performs professional legal services in the prosecution of a variety of criminal and/or civil matters on behalf of the District Attorney. Performs other related work as assigned.

CLASS CHARACTERISTICS:

The District Attorney is the representative not of an ordinary party to a controversy, but of a sovereignty whose obligation to govern impartially is as compelling as its obligation to govern at all; and whose interest, therefore, in a criminal prosecution is not that it shall win a case, but that justice shall be done. As such, he is in a peculiar and very definite sense the servant of the law, the twofold aim of which is that guilty shall not escape or innocence suffer. Deputy District Attorneys represent the People on behalf of the District Attorney. As such, incumbents in this class must maintain the highest levels of integrity, professionalism, and commitment to their duty as an advocate for the People.

The duties of a Deputy District Attorney range from the least difficult assignments requiring only a minimal level of expertise and little or no experience, to the prosecution of the most difficult, complex, and sensitive criminal and civil cases requiring highly advanced degrees of knowledge, judgment, skill, and experience.

Assignments are made at the discretion of the District Attorney in accordance with budget provisions, workload, available resources, organizational needs, training needs, and the knowledge, judgment, skill, and experience of the attorney.

As attorneys gain experience and demonstrate greater knowledge, judgment, and skill, they are expected to mentor less experienced attorneys, and to lead or coordinate small teams on an ad hoc basis.

Levels:

The class Deputy District Attorney I/II/III is a flexibly-staff class with three levels. The levels are assigned at the department head's discretion in accordance with budget provisions, workload, organizational needs and the individual attorney's knowledge, judgment, skill and experience, subject to the following basic experience requirements.

Level I – This level is assigned to attorneys who have no previous legal experience. Attorneys at this level work under close supervision.

Level II – This level is assigned to attorneys with at least one year of experience in the practice of law, who have demonstrated sufficient professional knowledge, judgment and skill to begin handling cases under general supervision.

Level III – This level is assigned to attorneys with at least four years of experience in the practice of law, who have demonstrated sufficient professional knowledge, judgement and skill to handle the most difficult and complex cases under limited supervision.

EXAMPLES OF DUTIES:

Essential:

- Prepares for and appears on behalf of the People in the Juvenile and Superior Courts of California on criminal and civil cases, handling all court appearances from arraignment to trial and sentencing.
- Reviews and evaluates law enforcement reports and associated information, exercising judgment and making decisions about initiating prosecutions.

- Communicates with members of law enforcement agencies, reviewing search warrants, requesting follow-up, and advising on investigations.
- Anticipates legal issues and performs legal research.
- Prepares legal documents, including motions, sentencing statements, charging documents, jury instructions, writs, appeals, correspondence, and other materials.
- Prepares and provides advice and training to peers, law enforcement, and the public regarding topics relevant to the investigation and prosecution of cases, and the prevention of crime.
- Interviews witnesses and victims; reviews and evaluates evidence.
- Visits crime scenes; attends autopsies; observes law enforcement training and fieldwork.
- Evaluates cases for settlement purposes and creates strategies for trial.
- Organizes, compiles, and discovers evidence; prepares exhibits for hearing or trial.
- Negotiates case settlements in accordance with policy.
- Prepares and presents cases to the Grand Jury.
- Maintains accurate records and files; compiles reports related to assigned work.
- Attends parole hearings, advocating for the People before the California Board of Parole Hearings.
- Communicates with the press and public on cases and issues related to the criminal justice system.
- Monitors legal developments, including proposed legislation and court decisions, evaluating their impact upon cases and recommending appropriate action or policy and procedure modification.
- Attends continuing education courses to maintain knowledge of current law and legal procedures.

Important:

- May direct the work of professional, technical or office support staff on an ad hoc basis.
- Assists interns and less experienced attorneys through informal mentoring, coaching, and functional review of their work on an ad hoc basis.
- Serves as subject matter expert for a functional area, such as gang or sexual assault prosecutions, taking the lead on prosecution efforts within their area of expertise.
- 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.
- 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.
- Representing the County effectively in hearings, courts of law, and meetings with law enforcement, social services, other agencies, and the public.
- Preparing clear, concise and legally sufficient motions, sentencing statements, jury instructions and other documents.
- Using initiative and independent judgment within general policy guidelines.
- Planning, directing and reviewing the work of others on a project basis.
- 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.
- Work cooperatively with a variety of individuals and maintain the confidence and respect of others.
- Work effectively under pressure.
- Adhere to ethical standards.
- Be exposed, on a regular basis, to graphic content depicting and describing extreme violence.
- Understand and accept differences in human behavior, and cultural and ethnic backgrounds.
- Prepare and present statements of fact, law, and argument clearly and logically in written and oral form.
- Prepare persuasive and clear correspondence involving the explanation of legal matters.
- Negotiate effectively.

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 for prolonged periods; 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; ability to sit or walk for prolonged periods of time;
- Mobility to work in a typical office setting, use standard office equipment; strength to lift boxes and files weighing up to 25 pounds; and ability to drive a car to attend meetings, trainings, and various work sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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.
- Speak publicly in front of large groups.
- 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. (NOTE: Recent law school graduates, who have taken the California Bar Exam and not yet received their results, may participate in a recruitment/examination process).
- 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.
- 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.

Deputy District Attorney I

MINIMUM: Juris Doctorate Degree from an accredited school of law.

PREFERRED: In addition to the above minimum, relevant professional experience as an attorney, law clerk, or legal intern.

Deputy District Attorney II

MINIMUM: Juris Doctorate Degree from an accredited school of law, and one year of professional experience as an attorney in the practice of law.

PREFERRED: In addition to the above minimum, additional years of relevant professional experience as an attorney, law clerk, or legal intern.

Deputy District Attorney III

MINIMUM: Juris Doctorate Degree from an accredited school of law, and four years of professional experience as an attorney in the practice of law.

PREFERRED: In addition to the above minimum, additional years of relevant professional experience as an attorney, law clerk, or legal intern.

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

Dept Approval:
Date:

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____

EEOC: B
WC: 9410

Established: Circa 1985
Revised: December 2004;
November 2007