

CLASS SPECIFICATION



CLASS: Senior Deputy District Attorney
ALLOCATION: District Attorney
FLSA STATUS: Exempt
UNION AFFILIATION: DDAA

ESTABLISHED: September 2020
REVISED:

JOB SUMMARY:

Under general direction, provides assistance and lead direction to other professional staff, and performs professional legal services in the prosecution of a variety of criminal and/or civil matters on behalf of the District Attorney, and performs other related work as assigned.

This class is the advanced journey/lead level in the deputy district attorney series.

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. Senior 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.

Senior Deputy District Attorneys are expert litigators with a high-degree of specialized knowledge in one or more of the most complex areas of criminal prosecution and exercises functional-lead supervision over assigned staff. This position reports to the Chief Deputy District Attorney. The Senior Deputy District Attorney class is distinguished from Deputy District Attorney class by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and the ongoing provision of lead direction to other attorneys.

EXAMPLES OF DUTIES:

Essential:

- Act as a lead attorney for a functional area, or a group of assigned subordinate attorneys.
- Assist assigned attorneys through regular mentoring, coaching, and functional review of their work.
- Advise Chief Deputy District Attorney and make recommendations regarding training and assignments for assigned attorneys.
- Provide routine and specific feedback to the Chief Deputy District Attorney regarding work performance and professional development of assigned attorneys.
- On a regular basis, tries the most complex and sensitive cases in the Superior Court.
- Prepare for and appear 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.
- Review and evaluate law enforcement reports and associated information, exercising judgment and making decisions about initiating prosecutions.
- Communicate with members of law enforcement agencies, reviewing search warrants, requesting follow-up, and advising on investigations.
- Anticipate legal issues and perform legal research.
- Prepare legal documents, including motions, sentencing statements, charging documents, jury instructions, writs, appeals, correspondence, and other materials.
- Prepare and provide advice and training to attorneys, law enforcement, and the public regarding topics relevant to the investigation and prosecution of cases, and the prevention of crime.
- Interview witnesses and victims; review and evaluate evidence.
- Visit crime scenes; attend autopsies; observe law enforcement training and fieldwork.
- Evaluate cases for settlement purposes and create strategies for trial.
- Organize, compile, and discover evidence; prepare exhibits for hearing or trial.
- Negotiate case settlements in accordance with policy.
- Prepare and present cases to the Grand Jury.

- Maintain accurate records and files; compile reports related to assigned work.
- Attend parole hearings, advocating for the People before the California Board of Parole Hearings.
- Communicate with the press and public on cases and issues related to the criminal justice system.
- Monitor legal developments, including proposed legislation and court decisions, evaluating their impact upon cases and recommending appropriate action or policy and procedure modification.
- Attend continuing education courses to maintain knowledge of current law and legal procedures.

Important:

- Direct the work of professional, technical, or office support staff on an ongoing basis.
- Fill in for the Chief Deputy District Attorney in his or her absence.
- Use 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.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

QUALIFICATIONS:

Knowledge of:

- Authority, limitations, and functions governing the District Attorney's Office.
- 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.
- Principles and practices of legal research and investigation.
- Case management and analytical techniques.
- 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.
- Record keeping principles and practices.
- Computer applications related to the work.

Skill in:

- Planning, organizing, directing, and reviewing the work of legal, investigative, and support staff.
- Coaching and mentoring.
- 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 and work of others, 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.
- 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.
- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

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.

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.

PREFERRED: In addition to the above minimum, additional years of relevant professional experience as an attorney in the practice of criminal law, and experience mentoring, coaching, or supervising. Demonstrated ability and eagerness to conduct complex trial work.

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: B
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____