



**OFFICE OF THE DISTRICT ATTORNEY**  
**COUNTY OF LASSEN**

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Susan M. Rios  
District Attorney

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January 13, 2026

Lassen County Board of Supervisors

Re: DDA I/II/III and ADA IV/V Range Increases

Sirs,

The District Attorney respectfully request your consideration and approval of our enclosed updated job description for the DDA I/II/III and ADA IV/V. The only change to the job description is a range change.

This increase was budgeted for in the FY 2025/26 budget, therefore there is no fiscal impact. This request is in line with the findings by the Grand Jury.

The District Attorney's office currently employs two DDA IIs and one ADA V.

These job descriptions have been sent to the bargaining unit for comment and none was received. Therefore, it is ripe for your approval.

PLEASE NOTE: The date of this meeting falls on a day where the undersigned is scheduled to be in court. Our Executive Assistant Devin Chandler will be asked to present this item if the District Attorney is not available.

Thank you for your consideration.

Respectfully,

A handwritten signature in blue ink, appearing to read "S. Melyssah Rios".

S. Melyssah Rios, Lassen County District Attorney

## COUNTY OF LASSEN

### JOB DESCRIPTION

Class Title:	Deputy District Attorney I/II/III	CLASS CODE	DA02
Department:	District Attorney	UNIT	Mid-Mgmt
Reports to:	Assistant DA/DA	FLSA STATUS	Exempt
BOARD APPROVAL	12/11/18	RANGE	<u>28/30/32</u> <u>30/32/34</u>

### **JOB SUMMARY**

To assist the District Attorney in providing legal advice and service in prosecuting violations of criminal and/or civil matters.

This is the entry to intermediate level class in the Deputy District Attorney series. Incumbents learn court procedures, office policy and the application of laws and legal procedures in evaluating criminal/civil cases for prosecution; incumbents are assigned to routine cases while gaining casework and trial experience. Deputy District Attorney I will have the ability to promote to Deputy District Attorney II and/or III as they demonstrate appropriate levels of knowledge and skills needed for more complex cases.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant District Attorney and District Attorney.

Does not exercises supervision over county personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Depending on the assignment, duties may include, but are not limited to the following:

Receive complaints filed by arresting officers; review and examine evidence.

Interview witnesses and victims, evaluate crime scenes and make prosecutorial determinations.

Assign investigators.

Appear in Superior and Appellate courts and try cases.

Prepare trial briefs, check questions of law, anticipate legal reasoning of defense attorneys, and draft jury instructions.

Present opening statements, question and cross-examine witnesses, argue points of laws, and make final arguments or summations.

Prepare briefs or opinion concerning the law as applied to matters within the jurisdiction of the District Attorney.

Respond to public inquiries concerning criminal matters and related items.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

Education: Graduation from an accredited law school with a Juris Doctorate.

Experience: **DDA I:** No experience is required; however, applicants must demonstrate possession of and competency in requisite knowledge and abilities.

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**DDA II:** A minimum of one year of criminal prosecution and trial experience as a Deputy District Attorney I or its equivalent, which demonstrates possession of and competency in requisite knowledge and abilities and the recommendation of the District Attorney. Three years experience in the general practice of law may be substituted for the one-year criminal law experience.

**DDA III:** A minimum of one year of criminal prosecution and trial experience as a Deputy District Attorney II or its equivalent (a total of two years of criminal prosecution and trial experience as a Deputy District Attorney) which demonstrates possession of and competency in requisite knowledge and abilities, and recommendation of the District Attorney. Four years of experience in the general practice of law may be substituted for two years criminal law experience.

### **Licenses and Certifications**

Active membership in the California State Bar Association. Possession of, or ability to obtain, a valid California driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

Principles and practices of civil and criminal law.

Principles and practices of trials and courtroom law.

Principles and practices of policy development and implementation.

Pertinent local, State and Federal laws, rules and regulations.

Principles and practices of supervision, training and personnel management.

#### **Skills in:**

Analyzing and applying legal principles to facts.

Preparation and presentation of a case in a courtroom.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Communicating clearly and concisely, both orally and in writing.

### **Mental and Physical Abilities**

Analyze and develop court cases, synthesize large amounts of information, interpret law, and formulate complex opinions.

Interpret and explain policies and procedures.

Ability to speak and hear, to occasionally lift 10 to 25 pounds and to be able to move from location to location.

Ability to work cooperatively with other employees.

### **Physical Demands and Working Conditions**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel outside of the immediate office environment and to make outside visits – occasionally on uneven surfaces with

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potential access barriers. The employee must occasionally lift and/or move 10 to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

Work is normally performed in an office environment with little exposure to outdoor temperatures or dirt and dust. Working conditions are usually quiet to moderate. The employee may come into contact with sometimes hostile clients and public.

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<b>CLASS TITLE:</b>	Assistant District Attorney IV/V	<b>CLASS CODE</b>	DA02
<b>DEPARTMENT:</b>	District Attorney	<b>UNIT</b>	Mid-Mgmt
<b>REPORTS TO:</b>	District Attorney	<b>FLSA Status</b>	Exempt
<b>BOARD APPROVAL</b>	12/11/18	<b>RANGE</b>	R35/37 <del>33/35</del>

### **JOB SUMMARY**

To assist the District Attorney in planning, organizing, directing and coordinating the activities of the District Attorney's office including criminal cases and administration; to coordinate District Attorney's office activities with other agencies and county departments; to provide highly complex staff assistance to the District Attorney. Acts on behalf of the District Attorney during absences to the extent permissible by law, statute, and/or code.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the District Attorney.

Exercises direct supervision over assigned clerical, technical and professional personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Depending on the assignment, duties may include, but are not limited to, the following:

Assist in the development and implementation of departmental goals, objectives, policies and procedures.

Manage, direct and organize legal activities including jury and court criminal trials.

Direct, oversee and participate in the development of the District Attorney work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

Act as principal trial attorney on assigned criminal cases.

Work in cooperation with County, State and Federal officials on law enforcement matters.

Review alleged crimes and determine the nature of crime and type of court case.

Respond to public inquiries concerning criminal matters and related items.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **Education and Experience**

A Juris Doctorate from an accredited law school.

IV- A minimum of two years of criminal prosecution and trial experience as a Deputy District Attorney III or its equivalent, which demonstrates possession of and competency in requisite knowledge and abilities, and recommendation of the District Attorney. Five years' experience in the general practice of law may be substituted for three years of criminal law experience.

V- A minimum of two years' experience of criminal prosecution and trial experience as an Assistant District Attorney IV and recommendation of the District Attorney.

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**Licenses and Certifications**

Active membership in the California State Bar Association. Possession of, or ability to obtain, a valid California driver's license.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of civil and criminal law.

Principles and practices of trials and courtroom law.

Principles and practices of policy development and implementation.

Pertinent local, State and Federal laws, rules and regulations.

Principles and practices of supervision, training and personnel management.

**Skills in:**

Analyzing and applying legal principles to facts.

Preparation and presentation of a case in a courtroom.

Supervising, training and evaluating personnel.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Communicating clearly and concisely, both orally and in writing.

**Mental and Physical Abilities**

Analyze and develop court cases, synthesize large amounts of information, interpret law, and formulate complex opinions.

Interpret and explain policies and procedures.

Ability to speak and hear, to occasionally lift up 10 to 25 pounds and to be able to move from location to location.

Ability to work cooperatively with other employees.

**Physical Demands and Working Conditions**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel outside of the immediate office environment and to make outside visits – occasionally on uneven surfaces with potential access barriers. The employee must occasionally lift and/or move from 10 to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

Work is normally performed in an office environment with little exposure to outdoor temperatures or dirt and dust. Working conditions are usually quiet to moderate. The employee may come into contact with sometimes hostile clients and public.