

COUNTY OF LASSEN  
JOB DESCRIPTION

<b>CLASS TITLE:</b>	Assistant District Attorney IV/V	<b>CLASS CODE</b>	<b>DA02</b>
<b>DEPARTMENT:</b>	District Attorney	<b>UNIT</b>	<b>Mid-Mgmt</b>
<b>REPORTS TO:</b>	District Attorney	<b>FLSA Status</b>	<b>Exempt</b>
Board Approval	Pending 2018	<b>RANGE</b>	<b>R33/35</b>

**JOB SUMMARY**

To assist in planning, organizing, directing and coordinating the activities of the District Attorney's office including criminal cases and administration; to coordinate District Attorney activities with other divisions and departments; and 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** include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

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 liaison with County, State and Federal officials on law enforcement matters.

Investigate alleged crimes and determine 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.

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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.

**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**

Mentally 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 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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

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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.