

COUNTY OF LASSEN  
JOB DESCRIPTION

<b>CLASS TITLE:</b>	Deputy District Attorney I/II/III	<b>CLASS CODE</b>	<b>DA02</b>
<b>DEPARTMENT:</b>	District Attorney	<b>UNIT</b>	<b>Mid-Mgmt</b>
<b>REPORTS TO:</b>	Assistant District Attorney	<b>FLSA Status</b>	Exempt
Board Approval	Pending 2018	<b>RANGE</b>	R28/30/32

**JOB SUMMARY**

Deputy District Attorneys perform difficult legal work in the enforcement of criminal laws.

**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** include the following. (all duties may not be performed by all incumbents). Other duties may be assigned.

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

Interview witnesses and victims, investigate the scenes of crimes 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, interrogate 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.

**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

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prosecution and trial experience s 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 with membership number noted on the application. 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**

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 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.

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 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.