

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	December 2018	RANGE	R28/30/32

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.

COUNTY OF LASSEN

JOB DESCRIPTION

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

COUNTY OF LASSEN

JOB DESCRIPTION

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.

COUNTY OF LASSEN
JOB DESCRIPTION

CLASS TITLE:	Assistant District Attorney IV/V	CLASS CODE	DA02
DEPARTMENT:	District Attorney	UNIT	Mid-Mgmt
REPORTS TO:	District Attorney	FLSA Status	Exempt
BOARD APPROVAL	December 2018	RANGE	R33/35

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.

COUNTY OF LASSEN
JOB DESCRIPTION

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 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.



COUNTY OF LASSEN JOB DESCRIPTION

CLASS TITLE:	Deputy County Counsel I/II/III	CLASS CODE	CC01 CC02
DEPARTMENT:	County Counsel	UNIT	Mid Mgmt
REPORTS TO:	County Counsel	FLSA STATUS	Exempt
BOARD APPROVAL	December 2018	RANGE	28/30/32

JOB SUMMARY

Under the direction of the County Counsel, assists in providing legal advice and services to county officers and employees, special districts, and other agencies; acts for the County Counsel at his/her direction; acts as trial advocate in civil litigation at all levels of court proceedings; and assists in the administration of the County Counsel's office.

This is the entry level class in the Deputy County Counsel series. Incumbents learn court procedures, office policy and the application of laws and legal procedures in providing advice and counsel to county officers and employees. Incumbents will have the ability to promote to deputy II and III as they demonstrate appropriate levels of knowledge and skills needed for more complex cases.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from County Counsel.

May provide direction to support staff or contract personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Confer with and advise County officers and employees on legal questions pertaining to their respective powers, duties, functions and obligations.

Attend meetings of boards and commissions. As requested, act as legal advisor for County offices.

Prepare formal legislative measures, contracts, leases, conveyances and other legal documents.

Study, interpret and apply laws, court decisions and other legal authorities in the preparation of cases, opinions and trial briefs.

Prepare pleadings and other papers related to suits, trials, hearings and similar legal proceedings. Represent the County as necessary in certain hearings and proceedings.

Make decisions concerning the advisability to prosecute, compromise, or dismiss civil litigation subject to civil suits in all State and Federal courts.

Assemble and evaluate evidence and secure and interview witnesses.

Perform a wide variety of legal research.

Build and maintain positive working relationships with co-workers, other County employees, outside counsel and the public using principles of good customer service.

Other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skills, and Abilities:



COUNTY OF LASSEN JOB DESCRIPTION

Knowledge of:

The principles of civil, constitutional and administrative law.

Judicial procedures and rules of evidence.

Principles, methods, materials and practices of legal research.

Responsibilities, powers and statutory limitations of the County Counsel's office.

Federal and State statutes, County ordinances, and rules and regulations pertinent to assigned cases.

Policies and procedures of a County Counsel's office.

Principles and practices of case development and management.

Ability to:

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; and explain relevant policies, procedures and matters of law to County officers, employees, outside counsel and the general public.

Analyze, appraise and organize facts, evidence and precedents and present such material orally or in writing in clear and logical form; and analyze and appraise a variety of legal documents and instruments.

Draft legal instruments such as ordinances, resolutions, Board orders and contracts.

Prepare and present legal cases; and perform legal research; recommend investigative alternatives.

Obtain information through interview; handle multiple cases; work with interruption; and deal firmly and courteously with the public.

Analyze situations quickly and objectively and to determine proper course of action.

Use a personal computer and other standard automated office support equipment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Ability to work cooperatively with other employees.

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Deputy County Counsel I: No experience is required; however, applicants must demonstrate some minimum level of knowledge and abilities.

Deputy County Counsel II: A minimum of one year of experience as a Deputy County Counsel I, or its equivalent, which demonstrates possession of and competency in requisite knowledge and abilities, and recommendation of the County Counsel. Three years of experience in the general practice of law may be substituted for the one year of Deputy County Counsel I experience.



COUNTY OF LASSEN JOB DESCRIPTION

Deputy County Counsel III: A minimum of one year of experience as a Deputy County Counsel II, or its equivalent, which demonstrates possession of and competency in requisite knowledge and abilities, and recommendation of the County Counsel. Four years of experience in the general practice of law may be substituted for the two years of deputy County Counsel II experience.

Licenses and Certifications

Active membership in the California State Bar Association.

A valid California Driver's License.

Within six (6) months of appointment, shall meet the minimum standards of competency for Attorneys representing parties in juvenile dependency matters as provided in Rule 1438 of the California Rules of Court and Lassen Superior Court Local Rule 3.B.

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 to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 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 personal computer.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet to moderate. May come into contact with sometimes hostile clients and members of the public.



COUNTY OF LASSEN JOB DESCRIPTION

CLASS TITLE:	Deputy Public Defender I/II/III	CLASS CODE	PD02/03
DEPARTMENT:	Public Defender	UNIT	Mid Mgmt
REPORTS TO:	Public Defender	FLSA STATUS	Exempt
BOARD APPROVAL	July 2001 BOS/Revised 10/2004, Revised 11/27/12, Revised 9/20/2016	RANGE	28/30/32

DEFINITION

To assist the Public Defender in providing legal defense, advice and services to indigent persons accused of violations of criminal and/or civil matters.

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Public Defender and/or senior level deputies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Prepares and presents legal defense to misdemeanor, juvenile or quasi-criminal cases; assists experienced attorneys in preparing felony trial cases; learns departmental and court policies and procedures by working with experienced staff.

Interviews clients and witnesses to solicit information needed to determine the facts and circumstances of individual cases; determines strategies to be used in providing legal defense for clients.

Reviews and analyzes client's case file documents; writes motions, pleadings, correspondence, appeals and reports;

Studies, interprets and applies laws, court decisions and other legal authorities in the preparation of cases, opinions and trial briefs.

Prepares pleadings and other papers related to defense strategies, trials, hearings and similar legal proceedings.

Answers clients' inquiries made by telephone and in person; provides information to clients regarding legal rights, procedures and alternatives; deals with clients of various backgrounds and temperaments; may refer clients to other agencies which offer support services and assistance as necessary.

May request investigators to obtain needed facts for clients' defense; may provide direction to less experienced attorneys, paralegal and other support staff.

Build and maintain positive working relationships with co-workers, other County employees, outside counsel and the public using common sense and professional courtesy.

Other duties as assigned.



COUNTY OF LASSEN JOB DESCRIPTION

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Considerable knowledge of criminal law, legal principles, research methods, rules of evidence and trial/hearing procedures.

Working knowledge of effective techniques for dealing with difficult, confused or hostile clients or witnesses; effective interviewing techniques. Techniques, methods and policies used for providing clients with legal defense representation.

Ability to:

Learn and apply the policies and procedures used to assure an adequate defense is provided;

Interview people and solicit needed information to determine facts/circumstances; develop effective defense strategies;

Develop and maintain an effective attorney-client relationship with people of diverse backgrounds and temperaments;

Communicate effectively both verbally and in writing with clients, witnesses, judges, law enforcement officials, other attorneys, and employees of various agencies and departments;

Prepare and present legal cases; and perform legal research; recommend investigative alternatives.

Handle multiple cases; work with interruption; and deal firmly and courteously with the public.

Analyze situations quickly and objectively and to determine proper course of action.

Communicate clearly and concisely, both orally and in writing.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Deputy Public Defender I: No experience is required; however, applicants must demonstrate possession of and competency in requisite knowledge and abilities.

Deputy Public Defender II: A minimum of one year of criminal defense and trial experience as a Deputy Public Defender I or its equivalent which demonstrates possession of and competency in requisite knowledge and abilities, and recommendation of the Department Head. Three years of experience in the general practice of law may be substituted for the one year criminal law experience.

Deputy Public Defender III: A minimum of one year of criminal defense and trial experience as a Deputy Public Defender II or its equivalent (a total of two years of criminal defense and trial experience as a Deputy Public Defender) which demonstrates possession of and competency in requisite knowledge and abilities, and recommendation of the Department Head. 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.

Valid Driver's License



COUNTY OF LASSEN JOB DESCRIPTION

Supplemental Information

Independent travel may be required.

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.

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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.