



ASSISTANT DISTRICT ATTORNEY

DEFINITION: The Assistant District Attorney is responsible for assisting the District Attorney with administering the ongoing activities of the District Attorney's Office and assists in developing and implementing departmental goals and objectives within general policy guidelines. The Assistant District Attorney receives administrative direction from the District Attorney and exercises direct supervision over professional, para-professional, technical, and clerical personnel.

ESSENTIAL JOB DUTIES: Duties may include, but are not limited, to the following:

Assists in planning, directing, organizing, coordinating, and evaluating the overall activities of the District Attorney's Office consisting of legal, investigative, and support staff in the provision of the highest level of legal services to the County's citizens; manages, directs, monitors, and participates in the prosecution of all criminal cases;

Directs, coordinates, monitors, and participates in the full range of legal activities involving the investigation and prosecution of the more routine to the most complex criminal cases; prepares and presents cases in court;

Directs, coordinates, monitors, and participates in the review of complaints and reports filed by arresting officers or complainants; interviews complainants and witnesses in regard to prospective criminal complaints; subpoenas witnesses; approves or rejects the filing of complaints in such criminal matters;

Directs, coordinates, monitors, and participates in the research and review of applicable laws, case law, and previous court decisions; interprets and applies laws, court decisions, and other legal authorities in the preparation of cases, opinions, and briefs; prepares pleadings and other papers/legal documentation in connection with trials, hearings and other legal proceedings;

Reviews cases for any assistance required of investigation staff; assigns investigatory staff to secure evidence and/or conduct investigations; assembles and evaluates evidence, initiating and supervising the work of assigned investigatory staff;

Consults and cooperates with other department managers, judges, and the Attorney General on all aspects of criminal action;

Directs, coordinates, and oversees the development and implementation of the District Attorney's Office's policies and procedures to ensure compliance and consistency with legal mandates, laws, and guidelines, as well as the directives of the Board of Supervisors and the District Attorney;

Participates in the development and monitoring of the District Attorney's annual budget; assists in the ongoing administration of the budget's revenue and expenditure transactions, recordkeeping, and fiscal reporting as necessary and as assigned.

Recommends and participates in the appointment of departmental personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as requested; maintains employee morale and high standards necessary for the efficient and professional operation of the District Attorney's Office;

Represents the District Attorney and his Office to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary;

In the absence of the District Attorney, assumes responsibility of the Office as needed;

Performs a variety of special assignments and related duties as assigned.

EMPLOYMENT STANDARDS: Must possess active membership in the California State Bar; plus ten years in the general practice of law, or five years as a prosecutor with a District Attorney's Office including at least one year at the level of Deputy District Attorney IV or above, or five years of experience with other criminal prosecuting agency including at least one year at a level comparable to Deputy District Attorney IV or above.

Knowledge of: Principles and practices of criminal and juvenile law; practices, principles, and methods of legal research; California criminal law and procedures; California code of evidence and judicial rules; principles and practice of criminal pleadings; trial and hearing procedures and rules of evidence; the State Penal, Welfare, and Institutions Codes; rules of Court and precedent decisions impacting the prosecution of misdemeanor and felony cases; all aspects of legal administration, including appropriate methods, procedures, and technical expertise; public sector law, California and federal statutory and constitutional law, civil and appellate procedures and County ordinances and regulations; principles and practices of policy development and implementation; principles and practices of leadership, motivation, team building, and conflict resolution; principles and practices of business correspondence and report writing; responsibilities, power, and statutory limitations of the District Attorney's Office; budgeting procedures and techniques; principles and practices of organizational analysis and management; standard and accepted office procedures and computer equipment.

Ability to: Know and understand all aspects of the job; know laws, regulations, and codes; observe performance and evaluate staff and problem solve office-related issues; analyze budget and technical reports; explain and interpret policy; analyze and apply legal principles, facts, evidence and precedents to legal problems; present law, facts, and arguments clearly and logically in written and oral form; investigate, explain, and write reports on criminal law and related legal matters; prepare and present legal cases and perform legal research; work with various cultural and ethnic groups in a tactful and effective manner; obtain information through interview; handle multiple cases; work with interruption; deal firmly and courteously with the public; select, train, motivate, and

evaluate professional, para-professional, and clerical staff; work under time constraints and exacting professional and legal standards; operate and utilize a variety of office equipment including computer hardware, software, and peripheral equipment at a sufficient level for successful job performance; meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others; establish and maintain effective working relationships with those contacted in the performance of required duties.

Typical Working Conditions: Most assigned work is normally performed in an office or courtroom environment. Continuous contact with County staff, management, outside legal counsel, the general public, and outside organizations/agencies. This is a Countywide position, and the Assistant District Attorney is expected to report to and perform work at all office and/or court locations within Inyo County as needed to complete assigned duties. There are District Attorney's offices and Courts in Independence and Bishop. The office to which the Assistant District Attorney is expected to report to work on any day will be determined by the Court schedule.

Further Specifications: Must possess a valid operator's license issued by the California Department of Motor Vehicles at time of appointment.