



DEPUTY DISTRICT ATTORNEY I

DEFINITION: The Deputy District Attorney series 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 Deputy District Attorney is expected to work on any day will be determined by the Court Schedule and the discretion of the District Attorney. Prosecutors work closely with office investigator to prepare and prosecute cases. Cases are assigned based on the experience of available attorneys. Vertical prosecution is utilized in almost all cases.

EXAMPLES OF ESSENTIAL DUTIES: Work within the District Attorney's Office, performing the full range of legal activities involving the investigation or prosecution of complex criminal and civil cases; prepare and present cases in court; receive complaints and review reports filed by arresting officers or complainants; interview complainants and witnesses with regard to prospective complaints; subpoena witnesses; review or approve and issue complaints in such matters; Analyze, interpret and apply laws, court decisions and other legal authorities in the preparation of cases, opinions and briefs, prepare pleadings and other papers in connection with suits, trials, hearings and other legal proceedings; examine, assemble and evaluate evidence; secure and interview witnesses; appear in court and try cases; perform a wide variety of advanced legal research; perform related duties as assigned.

EMPLOYMENT STANDARDS:

Deputy District Attorney I - Must be an active member of the California State Bar and possess a valid operator's license issued by the California Department of Motor Vehicles.

Knowledge of: Legal principles and practices, including civil, criminal, constitutional law and related procedures; Rules of Court and Evidence Code; Legal research methods.

Ability to: Learn to investigate and prosecute criminal and civil law complaints; On a continuous basis sit at a desk for long periods of time or in meetings; intermittently walk, stand, and bend while going to/from other offices or court and while taking files to/from meetings or court; twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and write or use a keyboard to

communicate through written means; on a continuous basis, analyze a case and determine the law's application; identify and interpret the applicable law or statute, know legal research methods; observe juries and witnesses; problem solve situations that arise in cases; remember and understand case law and statutes; and explain case status to the public as required; learn to recommend investigative alternatives; learn to prepare and present cases and effectively represent the District Attorney's Office.

CAVEAT

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each position. The person filling this may be required to follow instructions and to perform other job-related duties as may be assigned.