

DEPUTY DISTRICT ATTORNEY III

DEFINITION

To perform difficult professional legal work in the enforcement of criminal law; to assist in the management of the District Attorney's Office; to provide leadership of professional, para-professional and clerical staff as assigned; to prosecute selected cases; and to perform related duties and responsibilities as required.

Deputy District Attorney III is the advanced journey-level classification in the series. Incumbents in this class perform the full range of duties and are expected to have a thorough knowledge of trial procedures and of departmental procedures and policies. Incumbents are expected to exercise independent judgment while investigating and prosecuting more complex criminal cases.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the District Attorney.

Exercises lead direction over Deputy District Attorney I / IIs, legal support staff and other clerical staff as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS

Assists in coordinating, administering and supervising the operations and activities of the District Attorney's Office.

Assists in establishing and implementing departmental policies and procedures.

Assists in coordinating, monitoring, and supervising the work of professional, para-professional and clerical staff as assigned; provides advice and assistance as needed.

Receives, reviews, and evaluates complaints and sheriff's reports of all types of criminal cases.

Directs additional investigation as required.

Oversees the proper preparation and maintenance of legal documents and department records and reports.

Coordinates and participates in the preparation, filing and prosecution of child support services, juvenile and criminal cases handled by the District Attorney's Office.

Interviews complainants, witnesses, criminals and other individuals relevant to assigned cases; prepares and tries matters in court.

Conducts pleadings, arraignments, pretrial negotiations, agreements and other aspects of criminal trial work.

Assists and advises County departments in cases involving potential criminal prosecution.

Conducts legal training sessions for various agencies as requested.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Coordinates department activities with those of other departments and outside agencies and organizations as appropriate.

Prepares and submits reports and special studies as required.

Represents the department in meetings with other individuals, agencies and organizations.

Performs general administrative work as required, including conducting and attending meetings, preparing correspondence, reviewing mail and literature, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and county laws and regulations.

Current principles and practices of family, criminal, statutory and constitutional law.

Courtroom / judicial procedures and processes; rules of evidence.

Methods and techniques of legal research.

Methods of conducting sensitive investigations.

Procedures for convening and conducting Grand Jury investigations.

Established precedents, case law and sources of legal reference applicable to District Attorney's Office activities.

Functions and authorities of other criminal justice organizations.

Management of media relations in routine and sensitive situations.

Principles of leadership and supervision.

Administrative principles involved in developing and supervising various programs and related activities.

Modern office practices and technology, including the use of computers for word processing and records management.

Report and business letter preparation techniques.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Effectively prosecute complex criminal cases with minimal supervision.

Interpret and make decisions in accordance with laws, regulations and policies.

Analyze federal and state legislation.

Understand and execute written and oral instructions.

Organize, interpret and apply legal principles and knowledge to complex legal problems.

Conduct research on complex legal problems and prepare sound legal opinions.

Evaluate investigative reports to determine appropriate charges, strategies for prosecution or settlement, and follow-up required.

Present statements of fact, law and argument clearly and logically in written and oral form.

Analyze a variety of legal documents and instruments.

Interact effectively with the news media while protecting prosecution interests.

Oversee the work of professional and support staff as assigned, and participate in their training and development.

Exercise sound independent judgment within general policy guidelines.

Gain cooperation through discussion and persuasion.

Appraise situations and people accurately and quickly and adopt an effective course of action.

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

React professionally at all times, dealing with sensitive, political or controversial situations with tact and diplomacy.

Communicate clearly and concisely, both orally and in writing.

Represent the County effectively in meetings with others and make formal presentations to various groups.

Maintain records and prepare required reports.

Perform required mathematical computations with accuracy.

Use computers for word processing and records management.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Four years of increasingly responsible professional legal work in family and/or criminal law; or two years as a Deputy District Attorney II in Mariposa County.

Education:

High school or GED equivalency is required. Graduation from an accredited law school.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Possession of current membership in the State Bar of California.

Must have the ability to pass the California State Department of Justice fingerprinting clearance.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.