

COUNTY OF SOLANO

DEPUTY DISTRICT ATTORNEY V

Rev. 6/92

DEFINITION

Under general direction, organizes and leads the work of others and participates in the practice of criminal/civil law in the prosecution of individuals accused of violating state and/or local laws; performs related duties as required; participates as a member of the department's management/supervisory team.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this class are characterized by the responsibility to lead others or perform difficult assignments involving complex factual and legal issues. Assignments may include primary operational responsibility for prosecution of felony and misdemeanor cases. This class is distinguished from Chief Deputy District Attorney in that the latter is responsible for supervising the operations of a Legal Division.

EXAMPLES OF DUTIES

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

1. Assigns and leads the work of subordinate attorneys in the preparation, presentation and, if necessary, the appeal of criminal cases; advises and counsels attorneys on available options or strategies to accomplish assigned tasks; supervises assigned support staff; is accountable for the effectiveness and efficiency of a major legal division within one of the offices of the District Attorney.
2. Checks questions of law and counsels attorneys on defense strategy; reviews, assigns and evaluates disposition of difficult and politically sensitive cases; reviews felony cases filed to determine quality of case and assign deputy; refers policy questions to the Department Head.
3. Maintains liaison between staff, judges, law enforcement officials and prosecutors to discuss and resolve procedural problems affecting assigned unit; assists Department Head in the development and implementation of operational policy and procedure and/or other administrative matters.
4. May be assigned to lead the work of a prosecution team and/or to train other attorneys in practices and procedures specific to prosecution work or assigned work section.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

A minimum of one year of criminal prosecution and trial experience as a Deputy District Attorney IV or its equivalent which demonstrates possession of and competency in requisite knowledge and abilities. Seven years of experience in the general practice of law may be substituted for the four years criminal law experience.

KNOWLEDGE/ABILITIES

Thorough knowledge of criminal laws, civil codes related to areas of special assignments, code of civil procedure; and rules of evidence; legal research methods; courtroom and trial procedures; department policies and operations; effective interviewing techniques; search and seizure laws; effective evidence/data gathering techniques.

Ability to analyze and properly evaluate evidence and cases; interview witnesses to obtain required information; deal effectively with people of various socio-economic backgrounds and temperaments; work effectively with others who have objectives counter to assigned role; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships; conduct detailed legal research; understand, interpret and explain laws, regulations and policies governing prosecution of felonies and misdemeanors; make decisions and independent judgments; project consequences of decisions; collect data to draw logical conclusions and make appropriate recommendations; comply with laws, regulations and professional practices governing prosecution program services and operations; secure cooperation and teamwork among professional and/or support staff; organize and prioritize work assignments; research case law, regulations, procedures and/or technical reference materials; prepare a wide variety of legal documents; prepare and present cases in court and at hearings; develop and implement prosecution strategies; present statements of law clearly and logically in both written and verbal form; assess the potential of hostile witness or victim testimony; demonstrate tact, patience and diplomacy.

SPECIAL REQUIREMENTS

Active membership in the California State Bar Association is required.

Possession of or ability to obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Positions allocated to this class are exempt from the provisions of the County's Civil Service ordinances. Incumbents are hired and retained at the pleasure of the appointing authority.

Incumbents may be required to work outside normal business hours.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

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CSC Exempt