

COUNTY OF SOLANO
DEPUTY DISTRICT ATTORNEY IV

Rev. 6/92

DEFINITION

Under general direction, practices criminal/civil law in the prosecution of individuals accused of violating state and/or local laws; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an experienced professional level in the Deputy District Attorney series responsible for the prosecution of felony and misdemeanor cases. Attorneys may be assigned to units specializing in target prosecutions, (e.g., career criminal, welfare fraud, or consumer affairs/environmental protection). This class is distinguished from Deputy District Attorney V in that the latter is responsible for leading and directing attorneys within a division.

EXAMPLES OF DUTIES

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

1. Determines appropriate charges for filing, through reviewing and analyzing evidence, police reports and related documents.
2. Prepares cases for presentation in Court by witnesses examining evidence, researching legal decisions and laws; obtaining investigative support; may visit scene of crime; interviews victims and witnesses; assesses the potential of hostile witness testimony; prepares victims and witnesses for court appearances; prepares motions, legal briefs, appeals, correspondence and related documents.
3. Meets and communicates with defense attorneys and law enforcement representatives regarding status of case or related issues.
4. Provides legal advice or information to law enforcement representatives; provides information as appropriate to the general public, the media and community organizations; participates in search warrant duty assignment to provide legal advice to local law enforcement agencies in preparing and executing legal and proper search warrants.
5. Manages an assigned caseload; coordinates court dates and other schedules with all concerned parties; may act as a team leader for attorneys and support staff.
6. 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 III or its equivalent (a total of two and one-half years of criminal prosecution and trial experience as a Deputy District Attorney) which demonstrates possession of and competency in requisite knowledge and abilities. Five years experience in the general practice of law may be substituted for the three 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.