

COUNTY OF SOLANO

DEPUTY DISTRICT ATTORNEY I

Rev. 8/91

DEFINITION

Under direction, practices criminal/civil law in the prosecution of individuals accused of violating the law; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level class for Deputy District Attorney series. Incumbents learn court procedures, office policy and the application of laws and legal procedures in criminal/civil prosecution and preassigned routine cases while gaining criminal prosecution trial experience. This class is distinguished from the Deputy District Attorney II in that the latter is more experienced.

EXAMPLES OF DUTIES

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

1. Prepares and prosecutes misdemeanor cases; assists in prosecution of felony trials; learns departmental and court policies and procedures by working with experienced staff.
2. Assists more experienced staff in reviewing and analyzing evidence, police reports, related documents, prior criminal history, and determining appropriate charges for filing; contacts and interviews witnesses and may make arrangements for testimony of witnesses; may visit the scene of crime.
3. Prepares or assists in preparing cases for trials or hearings; examines evidence; researches legal decisions and laws; may request additional investigation; discusses cases with witnesses in court procedure and demeanor.
4. Writes legal briefs, appeals, correspondence and other documents needed in case prosecution; researches and maintains currency with case law.
5. Meets and communicates with defense attorneys and law enforcement representatives regarding status of cases or related issues; appears for hearings, trials, readiness conferences and related court proceedings; and assists in prosecuting cases.
6. Participates in search warrant duty assignment to provide legal advice to local law enforcement agencies in preparing legal and proper search warrants once sufficient experience has been gained.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

No experience required, however, applicants must demonstrate possession of and competency in requisite knowledge and abilities.

KNOWLEDGE/ABILITIES

Some knowledge of criminal law; legal principles; rules of evidence; legal research methods; trial/hearing procedures; effective interviewing techniques.

Ability to analyze and evaluate evidence and cases; interview witnesses to obtain required information; deal effectively with people of various socio-economic backgrounds and temperaments; communicate effectively both orally and in writing; establish and maintain cooperative working relationships; conduct detailed legal research; learn policies, procedures and methods for the prosecution of felonies and misdemeanors; develop effective prosecution strategies; present statement of law clearly and logically in both written and verbal form; collect and analyze data to draw logical conclusions and make appropriate recommendations; learn to effectively present cases in courts and hearings; comply with laws, regulations and professional practices governing District Attorney services and operations; 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 will be required.


Incumbents of this class should demonstrate necessary knowledge and abilities to be promoted to Deputy District Attorney II within 24 months of appointment.

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.

SUPPLEMENTAL INFORMATION (continued)

Incumbents may be required to work outside normal business hours.

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



Department Head

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CSC Exempt