

DEPUTY DISTRICT ATTORNEY I

DEFINITION

Under direction, to perform the less difficult professional legal work in the District Attorney's Office; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Deputy District Attorney class series. Incumbents are typically assigned the less difficult and less controversial criminal and family support matters. Incumbents may expect to qualify for the next higher level of Deputy District Attorney II when they are regularly assigned more difficult and complex legal work and have completed one (1) year as a Deputy District Attorney I.

REPORTS TO

District Attorney.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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EXAMPLES OF DUTIES

- Receives and reviews complaints for misdemeanor and felony cases.
- Examines evidence, interviews witnesses, and investigates the scenes of crimes.
- Determines whether or not a crime has been committed and if evidence justifies prosecution.
- Conducts pleading, arraignments, pretrial agreements, and other aspects of criminal trial work.
- Requests investigative assistance to secure evidence or makes personal investigations as necessary.
- Appears in court with complaints and tries cases.
- Presents evidence.
- Confers with judges and/or defense attorneys regarding modification, withdrawal, or changing of charges.
- Performs criminal trial work in the selection of jurors, prosecution of cases, sentences, and disposition of cases.
- Prepares trial briefs.
- Researches questions of law.
- Anticipates and prepares for legal reasoning of defense attorneys.
- Drafts jury instructions.
- Presents opening statements.
- Interrogates and cross examines witnesses.
- Argues points of law.
- Presents final arguments and summations.
- Researches legal precedents and previous cases to determine the basis of prosecuting cases.
- Prepares and reviews correspondence.
- Advises the public on legal problems as directed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and courtroom environments; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- The Penal Code and other California statutes and their application to criminal and family support law.
- Judicial procedures and the rules of evidence.
- The principles of Criminal, Constitutional, and Administrative Law.
- Legal research methods.

Ability to:

- Analyze facts and apply legal principles and precedents to specific criminal and family support cases.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Perform legal research.
- Prepare and present criminal and family support cases at all levels of the court system.
- Effectively represent the District Attorney Office in contacts with the public, community organizations, law enforcement agencies, and other government jurisdictions.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Special Requirements: Active membership in the State Bar of California.