

PLUMAS COUNTY
01/14/14

Amended Date:

DEPUTY DISTRICT ATTORNEY III

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Deputy District Attorney class series. Incumbents are assigned the more difficult and complex legal cases, as well as the full scope of criminal and family support matters. This class differs from Deputy District Attorney II in that incumbents are assigned more complex legal work. They may be required to supervise legal, clerical and administrative staff.

REPORTS TO

District Attorney

CLASSIFICATIONS DIRECTLY SUPERVISED

Various legal, clerical and administrative staff

DEPUTY DISTRICT ATTORNEY III - 2

EXAMPLES OF DUTIES

- Performs specialized and complex legal cases and research.
- Provides supervision of other legal and professional staff.
- 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.
- Develops requisite information and presents family support cases.
- Prepares and reviews correspondence.
- Handles appeals as delegated.
- Advises the public on legal problems as directed.
- Supervises and evaluates assigned staff.

DEPUTY DISTRICT ATTORNEY III - 3

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.

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.
- Principles of supervision, training, and staff evaluation.

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.
- Supervise, train, and evaluate the work of assigned staff.

DEPUTY DISTRICT ATTORNEY III - 4

Training and Experience:

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

Four (4) years of professional legal experience comparable to that of a Deputy District Attorney II with Plumas County.

Special Requirements:

- Active membership in the State Bar of California.
- Possession of a valid California Driver's License issued by the Department of Motor Vehicles