

DEPUTY DISTRICT ATTORNEY I/II/III**DEFINITION**

Under general direction, performs legal work in the enforcement of laws; prosecutes criminal cases as assigned by the District Attorney or Assistant District Attorney; advises the general public and law enforcement officers on criminal matters; and does related work as required.

DISTINGUISHING CHARACTERISTICS

DEPUTY DISTRICT ATTORNEY I: Incumbents in this class are characteristically assigned responsibility for routine misdemeanor cases, for assisting in the preparation or trial of felony cases. Incumbents may normally expect to qualify for the next higher class of Deputy District Attorney II when they are able to perform, as a regular assignment, the more difficult and responsible legal work.

DEPUTY DISTRICT ATTORNEY II: This is the journey-level position in the occupational series. Incumbents at this level are assigned criminal or family support cases of a more difficult or responsible nature than those assigned to the entry level Deputy District Attorney I class. Incumbents, when assigned to a case or problem of law, are expected to complete regular assignments with limited direction or assistance.

DEPUTY DISTRICT ATTORNEY III: This class is characterized as the fully qualified level in the occupational series. Incumbents are assigned to the full range of legal activities involving the investigations, prosecution or defense of complex criminal cases and the preparation of legal opinions on problems which are complex and have far-reaching implications. Supervision is usually received only on the more difficult matters or at the request of the employee.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

Receives complaints filed by arresting officers or complainants, reviews and examines the evidence; interrogates witnesses, conducts an investigation at the scene of the crime and determines the nature of the crime and whether or not the evidence justifies prosecution; obtains required evidence and prepares cases for court; conducts legal research.

Issues subpoenas; attends court pretrial conferences outside of court; represents the Count in criminal calendar proceedings, including the scheduling of cases, pleas, negotiations, probation revocation hearings, motions, and sentencings.

Prepares legal briefs for motions and appeals; prepares affidavits for search and arrest warrants; prepares trial briefs, checks questions of law.

Anticipates legal reasoning of defense attorneys and drafts jury instructions; presents opening statements, interrogates and cross examines witnesses, argues points of law and makes final arguments or summations.

Provides legal and investigative analysis to police agencies; prepares briefs or opinions concerning law as applied to the jurisdiction of the District Attorney.

Prepares correspondence and reports; responds to citizen complaints and requests for information.

QUALIFICATIONS:

Knowledge of:

Legal principles and practices including civil, criminal, constitutional and administrative laws and procedures;

Trial procedures; Legal research methods; Rules of evidence, and

Ability to:

Analyze and apply legal principles, facts, evidence and precedents to legal problems.

Perform legal research.

Prepare legal instruments.

Interpret and make decisions in accordance with laws, regulations and policies.

Present laws, facts, and arguments clearly and logically in written and oral form. Deal effectively and tactfully with those contacted in the course of work.

SPECIAL REQUIREMENTS

Active membership in the California State Bar.

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of training or experience that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08
Rev.- 07/13/08
Rev.- 07/01/11
Rev.-6/17/14

M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #11-7/5/11
M.O.#22c-6/17/14

Deputy District Attorney I: Graduation from an accredited law school. Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements.

Deputy District Attorney II: Graduation from an accredited law school and one year of responsible civil and/or criminal litigation experience in a public agency or two years of outside experience, or an equivalent combination of education and experience. Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements.

Deputy District Attorney III: Graduation from an accredited law school and two years responsible criminal litigation experience in a public agency or three years of outside experience, or an equivalent combination of education and experience. Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements.

	DDA I	DDA II	DDA III
PCN:	1401693301	14016933021	1401693303
Bargaining Unit:	10	10	10
FLSA Status:	N	N	N
Workes' Compensation Code:	8810	8810	8810
Pay Table:	CNTY	CNTY	CNTY
Range:	See Job Table	See Job Table	See Job Table