

SENIOR DEPUTY DISTRICT ATTORNEY

DEFINITION

To plan, organize and supervise staff engaged in criminal legal work and family support activities; to provide legal services in civil and/or criminal law and to prosecute complex criminal cases.

DISTINGUISHING CHARACTERISTICS

This class is distinguished by its responsibility for the prosecution of the full range of criminal and family law matters. This class differs from Deputy District Attorney in that the latter is the entry level in the District Attorney's Office and is assigned to the less difficult and/or moderately complex criminal matters as experience is gained.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level professional staff; provides direction to office clerical and technical family support staff.

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

Provides direction to office clerical and technical family support staff.

Receives complaints of a criminal nature filed by arresting officers or complainants and reviews and analyzes the evidence; interviews witnesses; determines whether or not a crime has been committed, the nature of the crime and whether or not the evidence justifies prosecution.

Reviews family support complaints / files for establishment of parental relationships and for determination of child support / reimbursement. Files family support case motions and related court papers; appears in court on family support cases.

Prosecutes narcotics cases.

Participates and/or directs investigations; selects and prepares documentary and other physical evidence for court cases.

Reviews search warrant requests for probable cause.

Prepares briefs and legal opinions; appears in court to arraign cases; participates in preliminary hearings.

Senior Deputy District Attorney
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08

M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07

Meets and negotiates with defense attorneys on cases as needed.

Researches and reviews laws as they impact cases pending.

Prepares pleadings and other papers in connection with suits, trials, hearing and similar legal proceedings.

Determines and makes appropriate legal motions and institutes other legal actions on behalf of the County.

Prepares and presents cases for trial; reviews cases for appeal.

Orders forfeiture of assets.

Coordinates activities with those of other divisions, departments and agencies as appropriate.

Attends and participates in meetings and activities of professional groups and committees.

Performs general office/administrative work as required, including preparing reports, legal documents and correspondence, attending meetings, etc.

Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Legal principles and practices with an emphasis on the rules of evidence and the Penal Code of the State of California.

Legal research, terminology and procedures.

Civil law pertaining to family law cases; current family law issues and proposed legislation.

Current issues and proposed legislation regarding the investigation and prosecution of narcotics cases.

Organization, procedures and operating details of the department.

Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Ability to:

Organize, interpret and apply legal principles and knowledge to complex legal problems.

Independently prepare and present difficult felony cases, including capital offense cases.

Independently prepare and present family support cases, including child support and paternity cases.

Independently prepare and present difficult narcotics cases.

Investigate and prosecute criminal complaints.

Interpret and apply federal, state and local policies, procedures, laws, codes and regulations.

Effectively apply legal knowledge and principles in court.

Present statements of law, fact and argument clearly and logically.

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

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Provide guidance to staff on civil legal issues.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

EXPERIENCE AND TRAINING GUIDELINES:

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

Experience:

Three years of experience in the practice of criminal law.

Training:

Equivalent to a Juris Doctorate from an accredited law school.

LICENSE OR CERTIFICATE:

Current membership in the State Bar of California.

Classification Code:	3139903
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"