

# COUNTY OF GLENN



## Extra Help Employee District Attorney

**Deadline to Apply: Friday, April 12, 2024**

**COMPENSATION:** \$50.83 Per Hour

Glenn County Extra Help Employees **benefits package.**

**Applications must include :**

- Glenn County Employment Application
- Resume
- CA. Bar License
- Transcripts and/or Certificates
- Cover Letter

**Interview Date: April 30, 2024**

This position performs legal work in the enforcement of laws; prosecutes criminal cases as assigned by the District Attorney; advises the general public and law enforcement officers on criminal matters; and does related work as required. The position is at-will, temporary, part-time, and scheduled for twenty-four (24) hours per week.

### **THE IDEAL CANDIDATE**

The ideal candidate will have the ability to present laws, facts, and arguments clearly and logically in written and oral form. This person will have an active membership in the California State Bar.

### **JOB DUTIES**

- Reviews and prepares asset forfeiture cases.
- Researches and reviews laws as they impact cases pending.
- Meets and negotiates with defense attorneys on cases as needed.
- Prepares briefs and legal opinions; appears in court to prosecute cases; participates in preliminary hearings.
- Orders investigations and subpoenas; reviews search warrants; supervises and assists with case investigations.

**About Glenn County:** Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## **MINIMUM QUALIFICATIONS**

### **EXPERIENCE:**

Five years of responsible criminal legal work, two of which must have been in a supervisory role.

### **TRAINING:**

Equivalent to a Juris Doctorate from an accredited law school.

**Must be licensed by the Bar to practice law in the State of California, and remain active with all California Bar annual requirements.**

## **IMPORTANT APPLICATION INFORMATION**

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, April 12 2024.

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

### **THE SELECTION PROCESS:**

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits).

## **COUNTY OF GLENN JOB OPPORTUNITIES**



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.