

**ASSISTANT 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 as the assistant department head in the Office of the District Attorney. Incumbent is responsible for supervising subordinate staff involved in criminal legal work and family support activities, and is further distinguished by the responsibility to handle the most complex criminal legal matters in the office.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the District Attorney; exercises direct supervision over legal, supervisory and clerical staff in the coordination daily office operations.

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

Recommends and assists in the implementation of goals and objectives for the division; establishes schedules and methods for daily operations; implements division policies and procedures.

Plans, prioritizes, assigns, supervises and reviews the work of legal, supervisory and clerical staff as assigned.

Trains and supervises Deputy District Attorney in all aspects of duties related to criminal and family support case functions.

Receives complaints 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.

Orders investigations and subpoenas; reviews search warrants; supervises and assists with case investigations.

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

Meets and negotiates with defense attorneys on cases as needed.

Researches and reviews laws as they impact cases pending.

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

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

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

Makes decisions, subject to the review of the District Attorney, concerning advisability to pursue, compromise or dismiss criminal prosecution.

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.

Supervises and participates in family support cases; files family support case motions and related court papers; appears in court on family support cases.

Reviews and prepares asset forfeiture cases.

Represents the District Attorney in his/her absence as required.

Coordinates division activities with those of other divisions, departments and outside agencies and organizations 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.

Current family law issues and proposed legislation.

Principles of training, supervision and performance evaluation.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

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 difficult family support cases, including child support and paternity 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.

Select, supervise, train and evaluate the work of staff.

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:

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

Training:

Equivalent to a Juris Doctorate from an accredited law school.

LICENSE OR CERTIFICATE:

Current membership in the State Bar of California.

Classification Code:	0179922
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	482