



## EMPLOYMENT OPPORTUNITY

# DEPUTY DISTRICT ATTORNEY I/II/III or ASSISTANT DISTRICT ATTORNEY IV

**Note: There is one position available and salary level is dependent upon experience.**

### SALARY AND BENEFITS

- I: \$30.58 - \$36.93 hourly, plus benefits
- II: \$33.60 - \$40.60 hourly, plus benefits
- III: \$36.93 - \$44.64 hourly, plus benefits
- IV: \$39.49 - \$52.53 hourly, plus benefits

### FILING DEADLINE

Open until filled. **Review date: May 6, 2022**

### DUTIES AND RESPONSIBILITIES

The *Deputy District Attorney I/II/III* assists the District Attorney in providing legal advice and service in prosecuting violations of criminal and/or civil matters. This is the entry to intermediate level class in the Deputy District Attorney series. Incumbents learn court procedures, office policy and the application of laws and legal procedures in evaluating criminal/civil cases for prosecution; incumbents are assigned to routine cases while gaining casework and trial experience. Deputy District Attorney I will have the ability to promote to Deputy District Attorney II and/or III as they demonstrate appropriate levels of knowledge and skills needed for more complex cases.

Duties may include but are not limited to the following:

- Receive complaints filed by arresting officers; review and examine evidence.
- Interview witnesses and victims, evaluate crime scenes and make prosecutorial determinations.
- Assign investigators.
- Appear in Superior and Appellate courts and try cases.
- Prepare trial briefs, check questions of law, anticipate legal reasoning of defense attorneys, and draft jury instructions.
- Present opening statements, question and cross-examine witnesses, argue points of laws, and make final arguments or summations.
- Prepare briefs or opinion concerning the law as applied to matters within the jurisdiction of the District Attorney.
- Respond to public inquiries concerning criminal matters and related items.
- Perform related duties as assigned.

The *Assistant District Attorney IV* assists the District Attorney in planning, organizing, directing and coordinating the activities of the District Attorney's Office.

Duties may include, but are not limited to, the following:

- Assist in the development and implementation of departmental goals, objectives, policies and procedures.
- Manage, direct and organize legal activities including jury and court criminal trials.
- Direct, oversee and participate in the development of the District Attorney work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Act as principal trial attorney on assigned criminal cases.
- Work in cooperation with County, State and Federal officials on law enforcement matters.
- Review alleged crimes and determine the nature of crime and type of court case.
- Respond to public inquiries concerning criminal matters and related items.

## MINIMUM QUALIFICATIONS

**Education:** Graduation from an accredited law school with a Juris Doctorate.

**License:** Active membership in the California State Bar Association. Possession of, or ability to obtain, a valid driver's license.

**Experience:** **DDA I:** No experience is required; however, applicants must demonstrate possession of and competency in requisite knowledge and abilities.

**DDA II:** A minimum of one year of criminal prosecution and trial experience as a Deputy District Attorney I or its equivalent, which demonstrates possession of and competency in requisite knowledge and abilities and the recommendation of the District Attorney. Three years' experience in the general practice of law may be substituted for the one-year criminal law experience.

**DDA III:** A minimum of one year of criminal prosecution and trial experience as a Deputy District Attorney II or its equivalent (a total of two years of criminal prosecution and trial experience as a Deputy District Attorney) which demonstrates possession of and competency in requisite knowledge and abilities, and recommendation of the District Attorney. Four years' experience in the general practice of law may be substituted for two years criminal law experience.

**ADA IV:** A minimum of two years of criminal prosecution and trial experience as a Deputy District Attorney III or its equivalent, which demonstrates possession of and competency in requisite knowledge and abilities and recommendation of the District Attorney. Five years' experience in the general practice of law may be substituted for three years of criminal law experience.

## SELECTION PROCESS

A screening committee will review application materials, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. An application can be obtained from the Personnel Office listed below or by visiting our website at <http://lassencounty.org>. Qualified applicants are invited to submit an official Lassen County application plus resume, references and writing sample to:

Lassen County Personnel Department ☎ (530) 251-8320 ☎  
221 South Roop Street  
Susanville, California 96130

Updated: April 8, 2022

## ☞ GENERAL INFORMATION ☜

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.