IMPERIAL COUNTY

CLASS TITLE: DEPUTY DISTRICT ATTORNEY I

BASIC FUNCTION:

Under the direction of the Assistant District Attorney, prosecutes criminal cases in the municipal and superior courts; conducts jury trials representing the District Attorney’s office.

DISTINGUISHING CHARACTERISTICS:

Deputy District Attorney I incumbents perform professional legal duties under close supervision including continual review of assigned work. The Deputy District Attorney II classification is an experienced-level class, and incumbents require only moderate supervision. Deputy District Attorney III incumbents have achieved a level of competence such that only minimal supervision is required. Deputy District Attorney IV is the advanced level class in the series. Incumbents operate under general direction and guidelines of the department and provide training and technical expertise to others as assigned.

REPRESENTATIVE DUTIES:

Review police reports to determine if criminal complaints should be filed.

Evaluate cases assigned for prosecution; determine appropriate charges and potential motions; issue subpoenas; determine necessity for appropriate dispositional offer; determine most effective trial prosecution strategy.

Review files for each case; analyze merits of the case and determine appropriate course of action.

Appear in court regarding jury trials, probation hearings, pre-trial conferences, readiness conferences, sentencing and actual jury trials.

Interview witnesses; travel to crime site as necessary; perform preliminary examinations and conduct in-depth interviews of witnesses, victims and others as necessary.

Prepare for court appearances requiring detailed analysis of cases; develop questions and formulate arguments and counter-arguments.

Coordinate witness participation; coordinate with representatives of victim witness to assist victims during criminal proceedings.

Issue complaints for misdemeanor and felony cases; determine proper charges.

Perform extensive research regarding prosecution of assigned cases.

Consult with expert witnesses in preparation for trial; interact with outside agencies and representatives regarding courtroom preparation.

Respond to legal inquiries from law enforcement concerning criminal law issues.

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Argue appropriate sentences of those convicted of crimes; prepare statements regarding sentencing as appropriate.

Review and approve search warrant affidavits submitted by law enforcement agencies.

Provide vertical prosecution of selected serious felonies including arraignment, preliminary examination and binding over to superior court for trial.

Read current case and statutory law to remain current regarding criminal law issues.

Conduct criminal calendar in the Superior court including motions, sentencing, arraignment, and setting trial dates in statutory period and pre-trial of cases.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Principles and practices regarding the practice of law in the State of California.
Law and procedures, sentencing practices and jury response to specific issues.
Persuade others in the presentation of information in the most favorable point view.
Criminal case law.
Laws such as County ordinances, State and federal statutes, State and federal constitutions and rules of court.
Technical aspects of field of specialty.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Public speaking techniques.
Research methods and report writing techniques.
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**
Prosecute criminals representing the District Attorney's office.
Represent the County's legal interest in a persuasive manner.
Research legal issues, complaints, pleadings, and points and authorities.
Counsel and advise the board of Supervisors, County boards, commissions and administrative bodies on legal matters.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Work cooperatively with others.
Establish and maintain cooperative and effective working relationships with others.
Prioritize and schedule work.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
EDUCATION AND EXPERIENCE:

Any combination equivalent to: consistent with requirements to be licensed by the State of California to practice law.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; license by the State Bar to practice law in the State of California.

WORKING CONDITIONS:

Office environment; subject to driving a vehicle to conduct work.

Physical abilities required include seeing to drive a vehicle, and speaking to exchange information and make presentations.

Incumbents may be exposed to contact with hostile or abusive individuals.