

ASSISTANT DISTRICT ATTORNEY

DEFINITION

Under general direction of the District Attorney, assists the Chief Assistant District Attorney in the administration and management of one or more of the specific functions of the District Attorney's Office; supervises the work of subordinate staff and attorneys; and performs other legal and administrative work as required.

DISTINGUISHING CHARACTERISTICS

This executive management level position is appointed by, reports to, and serves at the pleasure of the District Attorney. The duties and responsibilities of the Assistant District Attorneys are coordinated by the Chief Assistant District Attorney. Assistant District Attorneys are assigned to one or more of the units within the District Attorney's office to assist with the formulation and implementation of policies and procedures and to direct the activities of designated prosecutorial units. The Assistant District Attorney has responsibility for selecting, training, supervising, evaluating and disciplining subordinate staff or recommending such action for their designated unit, and may act for the District Attorney in his/her absence and the absence of the Chief Assistant District Attorney.

This class is distinguished from the next higher class of Chief Assistant District Attorney in that the latter class serves as the assistant department head and assists the District Attorney with the administration and management of all functions within the District Attorney's Office, and acts for the District Attorney in his/her absence.

This class is distinguished from the next lower class of Managing Deputy District Attorney in that the latter class has responsibility for selecting, training, supervising, evaluating and disciplining subordinate staff or recommending such action for their designated unit.

EXAMPLES OF DUTIES

- Assists with the planning, development and implementation of policies and procedures within one or more of the units in the District Attorney's Office.
2. Provides administrative oversight and management of designated projects, programs and prosecutorial functions within one or more of the units in the District Attorney's Office.
3. Selects new staff and volunteers; plans, monitors, reviews, evaluates, supervises and provides training to legal staff.
4. Prosecutes the most complex and sensitive criminal cases.
5. Identifies, manages and resolves unusual and/or sensitive issues and problems which effect the unit to which assigned.

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6. Consults and coordinates with judges and court personnel on issues of common concern effecting the administration of justice.
7. Coordinates with law enforcement, probation, defense counsel and other criminal justice agencies to insure efficient operation of the criminal justice system.
8. Meets with the media and responds to requests for information and comments on sensitive issues of public interest and concern for the unit to which assigned.
9. Provides effective leadership, guidance and training to subordinate attorneys.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledges, skills and abilities:

License: Active membership in the State Bar of California

Knowledges and Skills:

Thorough knowledge of:

1. California and federal substantive and procedural criminal law and criminal procedure
2. The duties, powers and limitations of the District Attorney's Office
3. Criminal prosecution techniques and courtroom evidence presentation procedures
4. Prosecutorial ethics

Working knowledge of:

1. Legal research methods
2. The principles and practices of supervision and training
3. Law enforcement and investigative techniques

Some knowledge of:

1. Office organization and management

Skill and Ability to:

1. Interpret and apply legal principles and precedents to new and difficult legal problems

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2. Plan, organize and direct the operation of the assigned unit in the District Attorney's Office
3. Develop and implement policies, systems and procedures to improve operations of the assigned unit in the District Attorney's Office
4. Plan, assign, monitor, review and supervise the work of staff
5. Act as a resource and provide guidance to staff within assigned unit
6. Communicate effectively orally and in writing
7. Provide excellent public relations and courteous customer service and establish and maintain effective working relationships

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledges, skills and abilities listed above may be acquired through various types of experiences, education or training, typically:

Experience: Five years experience as a trial attorney.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Successfully complete a background investigation
2. Possess a California class C driver license or be able to provide suitable transportation that is approved by the appointing authority

CLASS HISTORY

Class Code:	12A04	Bargaining Unit:	Y
Established Date:	October 1969	EEO Category:	A
Revised Date:	December 1999	Work Group:	01
		Worker's Comp. Code:	8810

NT
12/23/99

Approved by:

Boulton SO

3/8/00
Date