

MONO COUNTY
FLSA: Exempt
BARGAINING UNIT: At-Will
EEO: 1

Revised 07/2023

ASSISTANT DISTRICT ATTORNEY

DEFINITION

Under administrative direction, to assist the District Attorney with the management and administration of the District Attorney's Office; to serve as the District Attorney in the District Attorney's absence; to perform a variety of the most complex professional legal work and legal research; to represent the District Attorney's Office on assigned cases; to plan and coordinate investigation for the prosecution of legal cases; to supervise professional legal staff, investigative staff, and Department support personnel, as assigned; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a top-level management classification, which assists the District Attorney with the general management, planning, coordination and supervision of the District Attorney's Office and staff.

REPORTS TO

District Attorney

CLASSIFICATIONS SUPERVISED

Deputy District Attorney I, II, III, Senior, Chief District Attorney Investigator, and administrative support employees.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assists with planning, organizing, developing, coordinating, managing and supervising the functions and operations of the District Attorney's Office and staff; confers with the District Attorney in the development and implementation of Department goals and objectives; has responsibility for and participates in strategic planning, preparation of grant applications, personnel staffing, and budget preparation for the District Attorney's Office; complies and oversees the administration of the Department budget; reviews criminal case files and discusses cases with professional legal staff; performs a variety of the most complex professional legal assignments and research; appears in courts on cases, preparing for cases by researching, writing motions, meeting with witnesses, conducting investigations, and preparing jury instructions; observes Deputy District Attorneys in court; provides training and evaluates staff performance; discusses trial strategies and potential case dispositions with the Deputy District Attorneys; represents the District Attorney's Office with the County Sheriff and local Police Chiefs on criminal justice issues; meets with and advises the Grand Jury; represents the Department in contacts with the public, community organizations, the press and other government agencies; serves as the District Attorney when delegated.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and courtroom environment; occasionally works outside; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Budget and grant development and administration.
Principles of supervision, training, work evaluation, and management.
Principles of Criminal, Constitutional, Civil, and Administrative Law.
California codes and statutes applicable to criminal law.
Judicial procedures and the rules of evidence.
Legal research methods.
Interviewing techniques.
Computers and software used in professional legal work.

Ability to:

Assist with planning, organizing, supervising, and managing the functions and operations of the District Attorney's Office.
Supervise, train, and evaluate the work of assigned staff.
Perform a variety of budget and grant administration work.
Perform complex professional legal and legal research work.
Maintain administrative responsibility for an assigned area of legal services.
Analyze facts and apply legal precedents and principles to assigned cases.
Prepare and present cases at all levels of the court system.
Communicate effectively both orally and in writing.
Prepare and present a variety of special reports.
Operate a computer and use appropriate software in the performance of professional legal and Department administrative work.
Effectively represent the District Attorney's Office with the public, courts, law enforcement agencies, and other government jurisdictions.
Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Broad and extensive professional legal work experience performing criminal law along with an extensive jury trial background, including at least two (2) years in a management or supervisory capacity.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Current membership in the State Bar of California.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job-related duties as may be required.