

**DEPUTY DISTRICT ATTORNEY III****DEFINITION**

Under direction, to perform a variety of professional legal work in the District Attorney's Office; to handle the more difficult and complex legal cases; to provide direction and work coordination for other legal and support staff in the District Attorney's Office; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

The lead professional level class in the Deputy District Attorney series. Incumbents are expected to handle the full range of cases and issues before any court. This class is distinguished from the next lower class of Deputy District Attorney II by the greater difficulty of cases assigned, and by the lesser degree of supervision. Incumbents may provide some lead direction and training to other District Attorney staff.

**REPORTS TO**

District Attorney or Assistant District Attorney

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Provides lead direction for other legal and/or support staff.

**EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

Criminal prosecution duties include the following: Receives and reviews complaints for misdemeanor and felony cases; examines evidence, interviews witnesses, and investigates the scenes of crimes; determines whether or not a crime has been committed and if evidence justifies prosecution; conducts pleading, arraignments, pretrial agreements, and other aspects of criminal trial work; requests investigative assistance to secure evidence or makes personal investigations as necessary; appears in court with complaints and tries cases; presents evidence; confers with judges and/or defense attorneys regarding modification, withdrawal, or changing of charges; performs criminal trial work in the selection of jurors, prosecution of cases, sentences, and disposition of cases; prepares trial briefs; researches questions of law; anticipates and prepares for legal reasoning of defense attorneys; drafts jury instructions; presents opening statements; interrogates and cross examines witnesses; argues points of law; presents final arguments and summations; researches legal precedents and previous cases to determine the basis of prosecuting cases; prepares and reviews correspondence; handles appeals as delegates; advises the public on legal problems as directed; maintain confidentiality.

Civil prosecution duties include the following: Receives and reviews reports, and coordinates with staff on matters including but not limited to Code Enforcement, Public Administration, Conservatorship and Guardianships, and Revenue Recovery. Conducts legal research; civil discovery; prepares pleadings; appears in court as necessary; conducts trial; presents evidence; confers with judges and/or opposing counsel; prepares trial briefs and all other duties relating to the above areas of law. Must be prepared to initiate and handle related criminal matters; maintain confidentiality.

Incumbent may be required to provide lead direction and training to other District Attorney staff.

## **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copies, and FAX.

## **TYPICAL WORKING CONDITIONS**

Work is performed in office, outdoor, and courtroom environments; frequent contact with staff the public.

## **DESIRABLE QUALIFICATIONS**

Knowledge of:

- The Penal Code and other California statutes and their application to criminal support law.
- Judicial procedures and the rules of evidence.
- The principles of Criminal, Constitutional, and Administrative Law.
- Legal research methods.
- The California Civil code, Code of Civil Procedure, Probate Code, Administrative Law and other California statutes and their application to civil law.
- Judicial procedures and rules of evidence.
- The principles of civil law.
- Legal research methods.
- Principles of work direction, work coordination, and training.
- Use computers.
- Maintain confidentiality.

Ability and wiliness to:

- Provide work direction, training and coordination for other staff including overseeing the functions of a specialized unit in the District Attorney's Office.
- Perform the more difficult and complex legal work.
- Analyze facts and apply legal principles and precedents to specific criminal support cases.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Perform legal research.
- Prepare and present criminal and civil cases at all levels of the court system.
- Effectively represent the District Attorney Office in contacts with the public, community organizations, law enforcement agencies, and other government jurisdictions.
- Establish and maintain cooperative working relationships.
- Use a computer.
- Maintain confidentiality.

**Training and Experience:** A combination of training and experience which would likely provide the required knowledge and abilities for this position: Three (3) years of professional legal experience comparable to that of a Deputy District Attorney II and a minimum of ten (10) jury trials, a combination of misdemeanor and felony cases is acceptable but must include felony trial work.

**Special Requirements:**

- Active membership in the State Bar of California.
- Possession of a driver's license valid in 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.*