

DEPUTY DISTRICT ATTORNEY I-V

This recruitment is being conducted to fill full-time vacancies at the Stanislaus County District Attorney's Office and to establish an eligible list to fill future full-time and part-time vacancies. While this is a continuous recruitment, we encourage you to apply immediately, as this recruitment may close at any time.



\$72,155.20 - \$149,177.60 Annually

Applications will be reviewed on a continuous basis.
Interviews will be held 5-7 days after applicants receive
notification of eligibility.

About the County

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 545,267 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices. The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to California State University Stanislaus, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 43 degrees in the winter, to an average high of 92 degrees in the summer. Temperatures move up into the high 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

Stanislaus County has a current year total budget of \$1.38 billion and 4,560 full-time positions within 27 agencies and departments.



About the Department

The District Attorney's Office is responsible for the prosecution of all crimes or offenses that occur within the County. District Attorney staff represent the People of the State of California in criminal cases, provides support and assistance to crime victims and work in partnership with local law enforcement agencies to promote public safety. Our mission is to SEEK JUSTICE, SERVE JUSTICE, DO JUSTICE.

Our staff consists of approximately 147 employees. This recruitment is being conducted to fill vacancies for the Stanislaus County District Attorney's Office and to establish an eligible list to fill future full-time and part-time vacancies. Eligible lists are normally good for six months and may be extended for up to one year.

About The Position

The Stanislaus County District Attorney is seeking qualified candidates for the position of Deputy District Attorney I-V. As a member of our prosecution team, the incumbent in this position could be assigned to a variety of cases including: driving under the influence, domestic violence, drug sales and possession, elder abuse, child abuse, gang crimes, consumer fraud, environmental crimes, agricultural crimes, auto theft, homicide, sexual assault, human trafficking and more. Incumbents will prepare and prosecute assigned cases with a team of support personnel including investigators, victim advocates, paralegals and clerical support staff. Incumbents will interview witnesses and examine, evaluate, and present evidence while prosecuting the misdemeanor and/or felony cases.

The ideal candidate will be a team-player who has a demonstrated passion for seeking and pursuing justice on behalf of victims of crime including some prior experience or connection to prosecution, law enforcement, and/or victim advocacy. No experience is required for appointment as a Deputy District Attorney – I. Candidates may be considered for appointment to a higher level in the classification series based on their level of experience and ability. We are seeking professionals with excellent analytical, research, written communication and oral advocacy skills.

Deputy District Attorneys work under the direction of a Chief Deputy District Attorney and are responsible for reviewing investigative reports and evidence submitted by law enforcement, issuance of criminal complaints and the preparation and presentation of criminal cases in court. Deputy District Attorneys draft legal opinions on points of criminal law for argument in court or for dissemination to law enforcement agencies and perform other related duties as required.

The District Attorney's Office will provide a formal training program prior to appearing in court. Assignments are based on the experience and training of the individual selected.

Typical Duties & Responsibilities

ATTORNEY I

- Handle routine misdemeanor matters.

ATTORNEY II

All those listed in Level I plus:

- All misdemeanor matters; including trials and juvenile matters; and
- Entry level felonies.

ATTORNEY III

All those listed in Level I and II plus:

- Felonies;
- Preliminary hearings;
- Trials; and
- Juvenile Court.

ATTORNEY IV

All those listed in Level I, II, and III plus:

- Felony cases, including homicides; and
- Track and document statistical data on appropriate cases.

ATTORNEY V

All those listed in Level I, II, III, IV plus:

- All felony cases, including capital homicides;
- May include responsibility for a specialized unit; and
- All levels include other duties as assigned.

SKILLS/ABILITIES

ATTORNEY I

- Organize multiple tasks;
- Prepare and present statements of fact, law and arguments clearly and logically in written and oral form;
- Evaluate facts and evidence;
- Obtain information through examination;
- Analyze legal problems and apply legal principles and practices;
- Follow directions;
- Accept and learn from criticism;
- Communicate effectively;
- Extract information from and coherently provide it to others;
- Produce research and writing;
- Accurately document actions;
- Dress professionally;
- Work with others in a team environment;
- Maintain the confidence and respect of members of the legal profession, public officials and other persons contacted in the work process;
- Public speaking and argument;
- Write clearly and concisely;
- Argue clearly and logically;
- Demonstrate flexibility in approach to legal issues and working with people;
- "Think on your feet" and ability to explain these thoughts coherently; and
- Basic computer skills to function effectively in an automated environment.

ATTORNEY II

Demonstrated skills/ability with Level I qualifications, plus:

- Competently evaluate requests for the issuance of criminal complaints;
- Evaluate cases to determine the parameters of settlement;
- Present legal motions in court clearly and logically;
- Review charging documents for accuracy;
- Demonstrate a working knowledge of applicable code sections, for example the Penal Code, Wel. & Inst. Code, and the Evidence Code;
- The ability to make a determination of relevant case facts;
- Review pleadings for accuracy and sufficiency;
- Analyze facts and the law to determine if criminal actions are appropriate;
- Appear at pre-trial and post-trial hearings;
- Provide on-going direction to support staff.
- Office computer efficiency;

- Competent legal research and writing;
- Argument;
- Organization in handling multiple cases.

ATTORNEY III

Demonstrated skills/ability with Level I and II qualifications, plus:

- Non-trial appearances;
- Evaluate cases to determine the parameters of settlement for complex and multiple issues utilizing state statutes and local rules of court;
- Represent the office in public;
- Prepare and present statements of fact, law and arguments clearly and logically in written and oral form;
- Evaluate facts and evidence and obtain information through examination;
- Initiate criminal actions;
- Analyze difficult and complex legal problems and apply legal principles and practices;
- Win the confidence and respect of members of the legal profession, public officials and other persons encountered in the work environment.
- Provide verbal directions to staff for the proper handling of cases and processing of orders;
- Use a variety of computer systems to obtain and disseminate information to staff;
- Discuss cases with opposing counsel to identify issues before going to hearing;
- Negotiate appropriate settlements with opposing counsel in felony cases;
- Prepare orders and stipulations;
- Review pleadings and revise as necessary;
- Present evidence and arguments, demonstrate competence in trial advocacy;
- Make sentencing recommendations; and
- Prepare formal orders after hearing.

ATTORNEY IV

Demonstrated skills/ability with Level I, II, and III qualifications, plus:

- Independently prosecute felony cases, including homicides, except capital cases;
- Assist junior attorneys in preparation for trials by reviewing demands for discovery, witness lists and trial strategy;
- Advanced legal research and writing;
- Professionally representing the office in public; and
- Advanced trial advocacy skills.

ATTORNEY V

Demonstrated skills/ability with Level I, II, III and IV qualifications, plus:

- Competently prosecute all cases including capital homicides;
- Willingness to prosecute capital cases; and
- Assume the full range of responsibilities relating to the office in any assignment.

Knowledge

ATTORNEY I

- Legal research and writing;
- Criminal and civil law and procedure;
- Rules of evidence;
- Trial principles;
- Oral argument;
- Constitutional law;
- Knowledge and compliance with the Rules of Professional Responsibility;
- Issuance standards;
- Charging statutes and language;
- Sentencing and probation parameters;
- Office procedures and practices;
- Rules of court; and
- Organization and handling multiple cases.

ATTORNEY II

Demonstrated knowledge of Level I requirements, plus:

- Probation department policy and procedures as related to misdemeanor cases;
- Trial procedures and rules of evidence; and
- Legal research methods.

ATTORNEY III

Demonstrated knowledge of Level I and II requirements, plus:

- Felony sentencing structure including rules of court and statutes;
- All rules and statutes applicable to felonies; and
- The duties, powers, limitations and authority of the District Attorney's Office.

ATTORNEY IV

Demonstrated knowledge of Level I, II and III

requirements, plus:

- Advanced trial advocacy;
- Probation and sentencing rules; and
- Specialized statutes and enhancements.

ATTORNEY V

Demonstrated knowledge of Level I, II, III and IV requirements, plus:

- Advanced knowledge of specialized statutes including sentencing and enhancements;
- Legal principles and their application; and
- Highest level of trial advocacy.

Benefits Package

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time employees including:

- Bi-weekly payroll system;
- 5-step salary range in each level (5% intervals);
- Health plan coverage for employee and dependents (health, dental, and vision);
- Paid sick leave;
- Life insurance-employer-paid \$50,000 in term insurance;
- Disability-long term disability insurance;
- Vacation accrued bi-weekly: 3.7 hours (0-2 years of service), 5.24 hours (3-10 years of service), 6.78 hours (11-20 years of service), 8.32 hours (21+ years of service);
- 10 paid holidays;
- \$900 professional development expense reimbursement per year;
- Paid professional leave up to 60 hours per year;
- CDAA dues paid by employer;
- Bar dues paid by employer;
- Malpractice indemnification provided;
- MCLE in-house training;
- Moving expenses, up to \$2,500 for qualifying members;
- 5% certificate pay for qualifying members; and
- Stancera—employer/employee-paid retirement system (1937 retirement Act). Retirement transfers accepted from other county systems or PERS.

EDUCATION/EXPERIENCE

All applicants must be law school graduates who have passed and been licensed by the State Bar of California. No experience is required at the entry level. At the higher levels, initial placement is based upon professional level experience. Level specific experience is as follows:

ATTORNEY I

- No experience necessary.
- Attorney I is a Veterans' Preference Program eligible job classification. For more information please click on link <http://www.stancounty.com/personnel/pdf/hiringpreference.pdf>

ATTORNEY II

- A minimum of six (6) months of experience as an Attorney I
OR
- Three (3) years' experience in the general practice of law may be substituted for the six (6) months of criminal law experience.

ATTORNEY III

- One (1) year experience as an Attorney II or equivalent.

ATTORNEY IV

- A minimum of one (1) year of criminal prosecution and trial experience as an Attorney III or equivalent.

ATTORNEY V

- One (1) year experience as a Attorney IV or equivalent.

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any desirables you may have within the "Duties" section of the online application.

DESIRABLE QUALIFICATIONS

- Three (3) months' employment or volunteer work in a District Attorney's Office, Public Defender's Office, or experience working in criminal law or prosecution.

THE FOLLOWING APPLY FOR ALL LEVELS OF DEPUTY DISTRICT ATTORNEY LICENSE

- Active membership in good standing in the State Bar of California is required for all levels at time of appointment. The Bar membership number should be listed in the Licenses section on the application form; **AND**
- Applicants must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents.

OTHER REQUIREMENT

- Ability to pass a thorough background investigation, including fingerprinting.

CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the classified service of the County and is assigned to the Attorneys bargaining unit for labor relations purposes. Individuals who are in a full-time classified position are required to serve a twelve-month probationary period, which may be extended an additional six months for a total of eighteen months.

Incumbents may also be subject to overtime, standby, callback, weekend, holiday and shift assignments as identified in their MOU (Memorandum of Understanding).

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under "Disability Management".

APPLICATION PROCEDURES/FINAL FILING DATE

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made on your qualifications.

Resumes will not be accepted in lieu of a complete application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodation Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form. <http://www.stancounty.com/personnel/pdf/ADATestingForm.pdf>

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug screening *if applicable; and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office/ Personnel.



The County of Stanislaus and its employees embrace the Club Wellness Mission Statement.

The Mission of Club Wellness is to facilitate and encourage the “good health” of the county workforce. “Good health” is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.

For more information on Club Wellness go to www.myclubwellness.org

