

# **Stanislaus County**

## **District Attorney**

## **Chief Deputy District Attorney**



**\$110,094.40 - \$165,131.20 Annually**

**Applicants are encouraged to apply as soon as possible. This is a continuous recruitment and can be closed at any time.**

### **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 \$1.48 billion and 4,520 full-time positions within 27 agencies and departments.

### **About the Department**

The office of the District Attorney is responsible for the prosecution of all misdemeanor and felony crimes that occur within the County. District Attorney staff represent the People of the State of California in both criminal and quasi-criminal cases, provide 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.



## Chief Deputy District Attorney

### The Ideal Candidate

The Chief Deputy is responsible for the operation and supervision of a division of the District Attorney's Office. The District Attorney reserves the right to rotate Chief Deputies among the divisions. This individual will provide administrative supervision over a division of the District Attorney's office, and working on special projects as assigned.

The ideal candidate will possess 5 or more years as an experienced prosecutor with responsibilities in prosecuting the most complex cases and sensitive in nature. The ideal candidate is a person with a passion for criminal law and pursuing justice. The ideal candidate will have a calm demeanor and not easily overwhelmed. The ability to multi-task and make decisions. The ideal candidate will be respectful and professional towards all-staff; recognize the CDDA role as one of support for the DDA's as well as providing leadership, supervision, management and mentoring.

### Typical Duties and Responsibilities

- Supervises a staff of Deputy District Attorneys in the District Attorney's Office;
  - Assign, review, and evaluate specific criminal cases suggesting methods of approach and advising on tactics and policy, and approve disposition of cases;
  - Assign and review the work of subordinates and evaluate their performance;
  - Mentor and supervise the training of subordinates personnel including observing attorneys in court;
  - Mentor and advise attorneys in the techniques and procedures of trial work;
  - Advise and assist subordinates as required during trial preparation, actual litigation, and on appellate issues;
  - Advise attorneys on development in the law, rules of evidence and points of a law which may be used in arguing cases;
  - Coordinate and conduct in-service training for attorneys in specialized areas of the law;
  - Prepare correspondence in connection with criminal cases;
  - Represent the District Attorney in matters pertaining to policy or procedure with law enforcement agencies, judges, public officials, professional organizations and the news media;
  - Facilitate meetings to standardize procedures and promote professional growth in personnel;
  - Oversee and evaluate the collection of statistical data;
  - Participate in the selection and hiring process;
  - Liaison with other criminal justice agencies including judges; court administrators and probation;
  - Oversee the obtaining and administering of grants; and
- Attend meetings, both in-house and outside, and collaborate with City, County, State and Federal partners and other agencies



## Chief Deputy District Attorney

### **Minimum Qualifications**

#### **Skills/Abilities**

- Supervise the work of others;
- Delegate tasks;
- Maintain the confidence and respect of members of the legal profession, public officials and the general public;
- Coach and motivate team members to excel;
- Facilitate dispute resolutions;
- Prepare and present statements of fact, law and arguments clearly and logically in written practices;
- Prosecute criminal cases;
- Review requests for issuance of criminal complaints, analyze evidence presented and determine whether or not issuance of a complaint can be justified, or whether additional evidence is required; suggest what additional evidence may be needed, how it might be obtained, and legal procedures which must be observed in obtaining evidence;
- Prepare for trial and prosecute the most difficult criminal cases before the Superior Court; analyze facts of the case and direct the work of investigators assigned to the case; conduct legal research and determine appropriate trial techniques to be followed; argue points of law and anticipate the arguments of defense attorneys; make final arguments and summation;
- Coordinate, supervise and facilitate the presentation of felony cases to the Criminal Grand Jury to obtain indictments;
- Operate computer hardware, have basic keyboarding skills, and be proficient in software programs such as Word, Case Management Systems, PPT, and West Law; and
- Organizational skills and excellent interpersonal skills.

#### **Knowledge**

- The duties, powers, limitations and authority of the District Attorney's Office;
- Legal principles and their application with emphasis on criminal law.
- Trial procedures, conduct of court proceedings, and rules of evidence;
- Legal research methods, and
- Principles of effective supervision.

#### **Education/ Experience**

- The applicant must have a minimum of five (5) years experience as a Deputy District Attorney, Level V, or equivalent, who has achieved a high degree of professional competence and demonstrated managerial skills and leadership.

#### **BENEFITS PACKAGE**

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

- Excellent retirement benefits (2% at approximately age 61 formula);
- Medical, dental, vision, and basic term life insurance plans;
- County paid Deferred Compensation at 1.5% of base salary;
- Three weeks annual vacation upon entering County service;
- 32 additional vacation hours annually;
- 56 hours administrative/management leave per year (does not carry over);
- 96 hours of sick leave annually;
- 10 paid holidays annually;
- \$900 annual Professional Development;
- Car allowance;
- Moving allowance;
- Disability protection;
- Optional participation in Flexible Spending Account programs;
- Optional Supplemental Life & AD&D insurance plans; and
- Employee Assistance Program.



## **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered 'at-will' and is designated Management for labor relations purposes. Incumbents are also subject to standby, callback, weekend, holiday and shift assignments. The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

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 Office 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](http://www.myclubwellness.org)

