



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Chief Deputy District Attorney	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	District Attorney	<b>GRADE:</b>	L4
<b>REPORTS TO:</b>	District Attorney	<b>DATE:</b>	10/06/2016

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### **SUMMARY OF JOB PURPOSE:**

Responsible for providing a wide variety of highly complex and specialized professional legal services, including handling the most complex cases; supervises attorneys and other legal support staff in the District Attorney's Office.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department; assists in the preparation and administration of the department's budget.
- Evaluates requests for the issuance of a criminal complaint; analyses evidence presented and determines whether or not complaint can be justified or whether additional evidence is needed; authorizes criminal complaints.
- Reviews law enforcement reports to determine charges to be filed; prepares complaints, affidavits, warrants, and summons; confers with law enforcement officers and witnesses; negotiates with defense attorneys; prepares motions and other pleadings for court; prepares case and witnesses for court; appears in court; conducts hearings and trials; advises police and probation officers.
- Interprets and applies laws, court decisions and other legal authorities for use in preparation of cases, opinions and briefs.
- Prepares pleadings and other legal documents in connection with trials, hearings and other legal proceedings.
- Prepares written legal reports, opinions, briefs, and appeals.
- Advises law enforcement officers and others on criminal proceedings and procedures.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.



## CHIEF DEPUTY DISTRICT ATTORNEY

### ESSENTIAL FUNCTIONS: (continued)

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

Juris Doctorate in Law and admitted to the State Bar of Nevada; AND five (5) years of experience as an attorney; OR an equivalent combination of education, training and experience.

### Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Common law and of the state and federal laws and regulations and county ordinances.
- Techniques of presenting arguments before agencies and courts.
- Principles, methods, materials and practices of legal research.
- Methods and practices of pleading criminal cases and of effective techniques in the presentation of cases in court.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Personal computers utilizing standard and specialized software applications.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.



## CHIEF DEPUTY DISTRICT ATTORNEY

### Skill in:

- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Prosecuting cases in court.
- Interpreting, applying and explaining complex laws, codes, regulations and procedures.
- Analyzing, appraising and organizing and presenting facts, evidence and precedents concerned in difficult and complex cases and to present such material in clear and logical form for oral or written presentation.
- Planning, assigning and reviewing the work of subordinate attorneys, investigators, and office support staff.
- Using initiative and independent judgment.
- Using tact, discretion and prudence in dealing with court officials, witnesses, members of the legal community and the general public.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Establishing effective working relationships with departmental personnel, public law enforcement agencies, community groups and general public.

### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.
- Certificate of admission to the State Bar of Nevada and eligibility to practice law before the courts of the state of Nevada.

### PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.