



JOB DESCRIPTION

JOB TITLE:	Deputy District Attorney	FLSA:	Exempt
DEPARTMENT:	District Attorney	GRADE:	L2
REPORTS TO:	District Attorney	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for prosecuting criminal cases and providing legal advice to County departments, commissions, boards, and special districts; litigates civil cases; provides legal services and supervision to child support division.

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.

- 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.
- Attends commission, board, or special district meetings as legal advisor; drafts ordinances rules, regulations, policies, and by-laws; prepares and negotiates contracts; provides legal advice, opinions, and interpretations to county departments and local government agencies.
- Prepares legal documents, conducts discovery, negotiates, settles, and tries civil litigation cases.
- Provides advice and recommends disposition of civil paternity cases, criminal and civil non-support cases; interviews clients and defendants; negotiates agreements and settlements; tries non-support and contempt cases; supervises the product of work performed by employees in the Child Support division.
- Interprets and applies laws, court decisions and other legal authorities for use in preparation and presentation 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 for submission to courts, agencies or departments.
- Advises law enforcement officers and others on criminal proceedings and procedures.
- 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.
- 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.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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..

Required Knowledge and Skills

Knowledge of:

- Application of legal principles to individual cases or problems.
- Judicial procedure and rules of evidence.
- Applicable laws, codes and regulations.
- Computer applications, particularly as related to the performance of legal research.
- Correct business English, including spelling, grammar and punctuation.
- Principles, methods, materials and practices of legal research.
- 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.

Skill in:

- Understanding and interpreting constitutional provisions, statutes, administrative regulations and precedents.
- Researching, interpreting, applying, and explaining applicable laws, codes, regulations and court decisions.
- Using initiative and independent judgment within established procedural guidelines.
- Maintaining accurate records of work performed.
- Compiling and summarizing information and preparing periodic or special reports.
- Organizing work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Interpreting, applying and explaining complex laws, codes, regulations and procedures.
- Using tact, discretion and prudence in dealing with court officials, witnesses, members of the legal community and the general public.



DEPUTY DISTRICT ATTORNEY

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.