



CLASS SPECIFICATION

Class Code: 1073/1093
Date Est: 3/77
Last Rev: 2/2000W
Last Title Chg:
FLSA:

DEPUTY DISTRICT ATTORNEY IV

DEFINITION

Performs the widest variety of professional legal work as assigned in the District Attorney's Office; develops, prepares, and presents the most complex issues and cases requiring appearance before administrative, legislative and judicial tribunals along with associated work and trial work; and performs related work as required; assigns work and supervises (as required) Deputy District Attorneys I, II and III; and performs administrative duties.

EXPERIENCE AND TRAINING REQUIREMENTS

Equivalent to graduation from an ABA accredited law school. Substantial legal experience equivalent to that of a Deputy District Attorney III in the assigned area of practice in Washoe County, or equivalent experience.

LICENSE OR CERTIFICATE

Current, valid license to practice law issued by the Nevada Supreme Court and membership in the State Bar of Nevada. Must be able to be admitted to practice in the United States District Court for the Northern District of Nevada, Ninth Circuit Court of Appeals, and the United States Supreme Court.

SUPERVISION EXERCISED

This is a lead direction, supervision, training, consultation, and work coordination classification.

DISTINGUISHING CHARACTERISTICS

The Deputy District Attorney IV is the same as the journey level class series (DDA III) representing the most experienced journey level practitioner and additionally performs supervision and administrative assignments. Within this class series, an incumbent may be assigned to one or more career tracks including, criminal prosecution, civil practice, family support enforcement practice, criminal appellate practice or juvenile law practice. Incumbents are expected to handle the widest range of the most complex legal assignments in the District Attorney's Office. Regular assignments include working independently to identify and deal with the widest variety of legal issues and most complex cases. Incumbents in this series possess subject matter expertise in a variety of legal fields based on their assigned area of practice. Incumbents provide lead direction, training, supervision and work assignment, and coordination for other professional legal and legal support staff. This class also performs administrative duties in the assigned division.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Criminal Prosecution:

In addition to performing the duties assigned to a Deputy District Attorney III in the criminal division, supervises other trial attorneys; monitor all aspects of work of the attorneys they supervise; keep subordinates advised as to County and internal policies and directives; contribute information necessary for the budget process; address personnel issues within the office; participate in screening individuals for employment in the criminal division; provide evaluation and feedback on employees and participate as needed in any follow-up personnel actions.

Civil Practice:

In addition to performing the duties assigned to a Deputy District Attorney III in the civil division, provide lead direction to Deputy District Attorneys III and provide supervision and training to Deputy District Attorneys I and

II; coordinate legal response to high profile cases and issues needing immediate response; assist in the assignment of clients and areas of responsibility to Deputy District Attorneys I, II and III; keep subordinates advised as to County and internal policies and directives; contribute information necessary for the budget process; address personnel issues within the office; participate in screening individuals for employment in the civil division; provide evaluation and feedback on employees and participate as needed in follow-up personnel actions; assist in preparation of division policies and perform other administrative duties as assigned; represent the District Attorney's Office in professional organizations and community groups as assigned.

Family Support Enforcement Division:

In addition to performing the duties assigned to a Deputy District Attorney III in the family support division, provide lead direction to Deputy District Attorneys III and provide supervision and training to Deputy District Attorneys I and II; keep subordinates advised as to County and internal policies and directives; contribute information necessary for the budget process; address personnel issues within the family support division in conjunction with family support administrator; participate in screening individuals for employment in the family support division; provide evaluation and feedback on employees and participate as needed in follow-up personnel actions; and assist in the preparation of division policies and perform other administrative duties as assigned.

Juvenile Law Practice:

In addition for performing the duties assigned to a Deputy District Attorney III in the juvenile division, provide oversight of all cases that come in the juvenile division; provide lead direction to Deputy District Attorneys III and provide supervision and training to Deputy District Attorneys I and II; provide evaluation and feedback on employees and participate as needed in follow-up personnel actions; develop and implement procedures and protocol for the handling of juvenile cases; development of programs in conjunction with other agencies to further the goals of the District Attorney's Office; assign cases, ensure court coverage, and supervise legal support staff to the extent that cases are properly managed.

Criminal Appellate Division:

In addition to performing the duties assigned to a Deputy District Attorney III in the criminal appellate division, provide lead direction to Deputy District Attorneys III and provide supervision and training to Deputy District Attorneys I and II; keep subordinates advised as to County and internal policies and directives; contribute information necessary for the budget process; address personnel issues within the criminal appellate division; participate in screening individuals for employment in the criminal appellate division; provide evaluation and feedback on employees and participate as need in follow-up personnel actions; and perform other administrative duties as assigned.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

County, departmental, and division policies and procedures (including the policies and procedures of the departments/ divisions that the deputy represents).

Functions, operations, and legal problems of County departments or law enforcement agencies to which the deputy is assigned.

Substantial knowledge of the practice of law in the assigned area of practice, including related procedure.

Available computer programs for legal research and word processing skills.

Ability to:

Provide lead direction, supervision, training, consultation, and work coordination for others.

Perform the widest variety of and the most complex and difficult legal work in the assigned area of practice.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Substantial knowledge of the practice of law; including codes, laws, rules, and legal procedures in the assigned area of practice.

Judicial, legislative, and administrative procedures in the assigned area of practice.

Principles of constitutional law, criminal/public sector/civil/ administrative law (based upon assigned area of practice), civil/criminal practice, and procedure (based upon assigned area of practice).

Personnel practices, principles of supervision, training techniques, office administration.

Legal research methods.

Ability to:

Provide legal representation in legal matters and litigation on an independent basis.

Develop, prepare, and present cases requiring court, arbitration, administrative, and/or quasi-judicial proceedings (based upon assigned area of practice).

Analyze facts and apply legal principles and precedents to specific cases in assigned area of practice.

Develop legal issues and present clear logical arguments and statements of fact and law.

Exercise judgment and discretion.

Perform legal research.

Prepare and present cases at all levels of the court system based upon assigned area of practice.

Communicate effectively both orally and in writing.

Maintain effective working relationships with others, including interacting professionally and courteously.

Effectively represent the District Attorney's Office in contacts with the public, community organizations, law enforcement agencies, the legislature, and other government jurisdictions.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Corrected hearing and vision to normal range. Ability to communicate verbally, both orally and in writing. Ability to use office equipment including computer, telephones, calculators, copiers, and FAX. Work is performed in office, outdoors, and courtroom environments.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved _____ WERCCS Job Evaluation Committee _____

Date _____ February 10, 2000 _____