



Trinity County

Employment Opportunity

OFFICE OF THE DISTRICT ATTORNEY

DEPUTY DISTRICT ATTORNEY I

\$5,321.81 - \$6,468.69 / Monthly

Or

DEPUTY DISTRICT ATTORNEY II

\$5,878.59 - \$7,145.46 / Monthly

Or

DEPUTY DISTRICT ATTORNEY III

\$6,757.29 - \$8,213.52 / Monthly

This is a full time, benefitted position

Applications will be accepted until the position is filled.

Updated 7/1/2021

DEPUTY DISTRICT ATTORNEY I

Definition:

Under general direction, to perform professional criminal legal work and legal research. To represent the District Attorney's Office on legal assignments; and to do related work as required.

Qualifications:

Knowledge of:

Principles of Criminal, Constitutional, Civil, and Administrative Law. California codes and statutes applicable to criminal and civil law. Judicial procedures and the rules of evidence. Legal research methods. Interviewing techniques. Computer and software used in professional legal work.

Ability to:

Perform professional legal and legal research work. Analyze facts and apply legal precedents and principles to assigned cases. Prepare and present cases at all levels of the court system. Communicate effectively both orally and in writing. Prepare and present a variety of special reports. Operate a computer and use appropriate software in the performance of professional legal work. Effectively represent the District Attorney's Office with the public, courts, law enforcement agencies, and other government jurisdictions. Establish and maintain cooperative working relationships.

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NOTE: All candidates meeting the minimum qualifications established for this position may not be invited to an oral interview. In the event a large number of candidates qualify, those individuals with experience which most closely meets the needs of the County will be invited for an interview.

WAIVER: The contents of this announcement shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract or offer of employment. Trinity County assumes no responsibility for the accuracy of the position description and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The provisions contained in this announcement may be modified or revoked without notice. Wages, hours and other terms and conditions of employment are subject to the Memorandum of Understanding currently in effect for the appropriate unit of representation.

PERS ANNUITANTS: Retirees of PERS are welcome to apply, if selected for the position they would be required to reinstate to employment.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion of requisite legal training and eligibility for membership in the State Bar of California.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Current membership in the State Bar of California must be achieved within six (6) months of employment or appointment in this job class will be terminated.

Typical Physical Requirements:

Sit for extended periods. Frequently stand and walk. Normal manual dexterity and eye-hand coordination. Lift and move objects weighing up to 25 lbs. Corrected hearing and vision to normal range. Verbal communication. Use of office equipment, including computer, telephone, calculator, copiers, and FAX.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST.

DEPUTY DISTRICT ATTORNEY II

Definition:

Under general direction, to perform a variety of professional criminal legal work and legal research. To represent the District Attorney's Office on a variety of legal assignments. To plan and coordinate investigation for the prosecution of legal cases; and to do related work as required.

Qualifications:

Knowledge of:

Principles of Criminal, Constitutional, Civil, and Administrative Law. California codes and statutes applicable to criminal and civil law. Judicial procedures and the rules of evidence. Legal research methods. Interviewing techniques. Computers and software used in professional legal work.

Ability to:

Perform professional legal and legal research work. Analyze facts and apply legal precedents and principles to assigned cases. Prepare and present cases at all levels of the court system. Communicate effectively both orally and in writing. Prepare and present a variety of special reports. Operate a computer and use appropriate software in the performance of professional legal work. Effectively represent the District Attorney's Office with the public, courts, law enforcement agencies, and other government jurisdictions. Establish and maintain cooperative working relationships.

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PERS ANNUITANTS: Retirees of PERS are welcome to apply, if selected for the position they would be required to reinstate to employment.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of professional work experience in performing criminal law work comparable to that of a Deputy District Attorney I with Trinity County.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Current membership in the State Bar of California.

Typical Physical Requirements:

Sit for extended periods. Frequently stand and walk. Normal manual dexterity and eye-hand coordination. Lift and move objects weighing up to 25 lbs. Corrected hearing and vision to normal range. Verbal communication. Use of office equipment, including computer, telephone, calculator, copiers, and FAX.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST.

DEPUTY DISTRICT ATTORNEY III

Definition:

Under general direction, to perform a variety of the more complex professional legal work and legal research; to represent the District Attorney's Office on assigned cases. To plan and coordinate investigation for the prosecution of legal cases; and to do related work as required.

Qualifications:

Knowledge of:

Principles of Criminal, Constitutional, Civil, and Administrative Law. California codes and statutes applicable to criminal law. Judicial procedures and the rules of evidence. Legal research methods. Interviewing techniques. Computers and software used in professional legal work.

Ability to:

Perform professional legal and legal research work. Maintain administrative responsibility for an assigned area of legal services. Analyze facts and apply legal precedents and principles to assigned cases. Prepare and present cases at all levels of the court system. Communicate effectively both orally and in writing.

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Women, minorities and individuals with disabilities are encouraged to apply. Trinity County is an Equal Opportunity/Affirmative Action Employer.

Ability to (continued):

Prepare and present a variety of special reports. Operate a computer and use appropriate software in the performance of professional legal work. Effectively represent the District Attorney's Office with the public, courts, law enforcement agencies, and other government jurisdictions. Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of professional work experience in performing criminal law work comparable to that of a Deputy District Attorney II with Trinity County.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Current membership in the State Bar of California.

Typical Physical Requirements:

Sit for extended periods. Frequently stand and walk. Normal manual dexterity and eye-hand coordination. Life and move objects weighing up to 25 lbs. Corrected hearing and vision to normal range. Verbal communication. Use of office equipment, including computer, telephone, calculator, copiers, and FAX.

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