INVITES APPLICATIONS FOR THE POSITION OF:
Deputy District Attorney I, II, III

SALARY
Salary: See Position Description

ISSUE DATE: 04/22/19

THE POSITION

Deputy District Attorney I, II, III

THIS RECRUITMENT IS OPEN TO THE PUBLIC.

This recruitment is being held to establish an Eligible List to fill current and future Regular, Limited-Term and Extra-Help vacancies.

Advertising for this recruitment will begin on Monday, April 22, 2019; however, **WE WILL ACCEPT APPLICATIONS BEGINNING ON FRIDAY, APRIL 26, 2019, ON A CONTINUOUS BASIS UNTIL 11:59PM P.S.T. ON THE DAY THE COUNTY'S NEEDS ARE MET.**

THE DISTRICT ATTORNEY:
The County of Orange, District Attorney, represents the People of the State of California in all criminal and civil proceedings, serves the court and criminal justice system, and the Orange County Grand Jury. The mission of the Office is to enhance public safety and welfare and to protect and respect crime victims and create security in the community through the vigorous enforcement of criminal and civil laws in a just, honest, efficient, and ethical manner. The Office consists of three major divisions: Legal, Investigative Bureau, and Administration.

THE OPPORTUNITY:
The District Attorney's Office has opportunities for Deputy District Attorney I, II, and IIIs who will be a positive influence in making Orange County a safe place to live by supporting the District Attorney's mission. The selected candidate(s) will be assigned to any of our various locations or units within the Legal Division and will have the opportunity to perform the following work, among other tasks:

- Initiate criminal proceedings, author and litigate motions, conduct pre-trial hearings, perform trials, and execute other professional legal work connected with enforcement of criminal law;
• Research, interpret and apply statutes, ordinances, court decisions and other legal authorities in the preparation of cases, memoranda and points and authorities;
• Negotiate and confer with judges and defense attorneys regarding the appropriate disposition of cases;
• Interview and examine witnesses and enforce the rights of victims consistent with the just pursuit of criminal prosecutions in the interest of the People.

THE IDEAL CANDIDATE:
In addition to the minimum qualifications for the Deputy District Attorney I, II, and III, the ideal candidate will have experience in the practice of civil, governmental or criminal law with experience in litigation and trial work. The ideal candidate will:

• Have thorough knowledge of legal principles and their application; rules of evidence and the conduct of court proceedings; and California laws
• Have experience analyzing legal problems and applying legal principles and practices; presenting statement of facts and legal argument;
• Be an effective advocate who is eager to justly litigate before judges and juries regularly;
• Be a team player who is able to work cooperatively in a fast-paced environment with a demanding caseload;
• Be able to effectively work with law enforcement and the general public.

*NOTE: Candidate must be an active member in good standing with the California State Bar by May 31, 2019.

MINIMUM QUALIFICATIONS:

Attorney I
License: Active membership in the State Bar of California.
Experience: None required.

Attorney II
License: Active membership in the State Bar of California
Experience: Twelve (12) months of experience as an attorney in the practice of civil, governmental, criminal or child support establishment and enforcement law.

Attorney III
License: Active membership in the State Bar of California
Experience: Two (2) years of experience as an attorney in the practice of civil, governmental, criminal or child support establishment and enforcement law.

PHYSICAL CHARACTERISTICS and ENVIRONMENTAL REQUIREMENTS:
The County of Orange is committed to providing a means for applicants who may have a disability to identify areas in which they may request a reasonable accommodation. The following is a description of the physical and mental abilities which are customarily required to perform the essential job functions of this position. Applicants are encouraged to contact the recruiter listed in the announcement for any questions or to request an accommodation during the testing/selection process.

Physical Characteristics:
Vision sufficient to read standard text and read a computer monitor; speak and hear well enough to communicate clearly and understandably in person, over the telephone, and in court; independent body mobility sufficient to stand, sit, walk, stoop and bend to access a standard office environment as well as courtroom equipment; manual dexterity to use hands, arms and shoulders repetitively to operate a keyboard and to write; body strength sufficient to lift and carry files; and ability to drive the distance between work locations.

Environmental Conditions:
Emotional stamina to maintain working relationships while under the pressure of deadlines. Will
be required to interact with varying levels of organizational hierarchy, varying educational levels and persons of diverse backgrounds including in custody defendants, victims, witnesses, persons having interest in criminal cases; interact with the public in emotional and occasionally hostile situations; work in an office environment; work with changing deadlines and competing priorities.

**COMPENSATION:**
Deputy District Attorney I - $6,288.53 up to $7,602.40 monthly
Deputy District Attorney II - $7,356.27 up to $8,198.67 monthly
Deputy District Attorney III - $8,418.80 up to $11,656.67 monthly

**RECRUITMENT PROCESS:**
District Attorney Human Resources screens all application materials for minimum qualifications. After screening, candidates who meet the minimum qualifications will be referred to the next step in the recruitment process. All candidates will be notified via e-mail of their status in the process.

The recruitment process will consist of the following assessments, which will require a few months to complete.

**Application Screening (Refer/Non Refer):**
Applications and supplemental responses will be screened for qualifications that are highly desirable and most needed to successfully perform the duties of this job. Only those applications exhibiting qualifications as listed in the job bulletin will be referred to the next step.

**Structured Oral Interview (SOI) | (Weighted 100%):**
Candidates will be interviewed and rated by a panel of job knowledge experts. Each candidate's rating will be based on responses to a series of structured questions designed to elicit the candidate's qualifications for the job. Only the most successful candidates will be placed on the eligible list.

Based on the Department's needs, the recruitment process listed above may be modified. All candidates will be notified of any changes in the recruitment process.

**Eligible List**
Once the assessment has been completed, District Attorney Human Resources will establish an eligible list of candidates. Candidates placed on the eligible list may be referred to a selection interview to be considered for present and future vacancies.

Applicants are required to submit a resume.

Letters of Recommendation are optional. You may submit up to two letters by attaching them to your application.

**ADDITIONAL INFORMATION**

**BACKGROUND SCREENING:**
Candidates under consideration for hire by the District Attorney will be required to pass an extensive investigation to the satisfaction of the department.

**EMAIL NOTIFICATION:**
Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account.

NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your
status in the recruitment process for any positions for which you apply.

Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at www.governmentjobs.com.

FREQUENTLY ASKED QUESTIONS:
Click here for additional Frequently Asked Questions. For specific information pertaining to this recruitment, please contact Susana Gamboa at (714) 347-8805 or Susana.Gamboa@da.ocgov.com.

EEO INFORMATION

Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.
Deputy District Attorney I, II, III Supplemental Questionnaire

* 1. Are you a current member of the California State Bar?
   - Yes
   - No

* 2. If you answered "Yes" to Question 1, on what date were you admitted to the California State Bar? (Please use the following format MM/DD/YYYY). Please provide your California State Bar number.

* 3. If you answered "No" to Question 1, please check one of the following options that applies to your current status:
   - I am awaiting the California Bar Exam results from the February 2019 exam
   - I have passed the California Bar Exam and I anticipate being sworn in as a member of the California Bar on or before 5/31/2019
   - None of the above

* 4. Describe your educational background. Please include the following information in this order: a) All colleges and universities attended; b) Any degrees including type and dates conferred; c) GPA; and d) Academic awards, honors, achievements, interscholastic and/or extracurricular activities. The information you provide will be used as a scoring device, be descriptive in your response – NOTE: “See Resume” is not a qualifying response and will not be scored. If you have no experience, write "no experience."

* 5. Describe your legal educational background. Please include the following information in this order: a) Each law school attended; b) Dates of attendance and graduation; c) Degree(s) awarded; d) Class standing on graduation (You may estimate if the institution does not provide this information); e) Final grade point average or submit final transcript; and f) Relevant courses and clinical programs completed. The information you provide will be used as a scoring device, be descriptive in your response – NOTE: “See Resume” is not a qualifying response and will not be scored. If you have no experience, write "no experience."

* 6. Describe your law school-related legal field work (e.g. extern, intern, trial advocacy, moot court, law clerk). Please include the dates and extent of work, your duties and responsibilities, job title or level, length of employment, and employer/organization. Please include any related volunteer assignment with the Orange County District Attorney's Office. The information you provide will be used as a scoring device, be descriptive in your response – NOTE: “See Resume” is not a qualifying response and will not be scored. If you have no experience, write "no experience."

* 7. Describe your work experience, starting with the most current. Please include name(s) of employer(s), position(s)/title(s) held, description(s) of duties, and dates of employment. Explain how your work experience has prepared you to be a prosecutor. The information you provide will be used as a scoring device, be descriptive in your response – NOTE: “See Resume” is not a qualifying response and will not be scored. If you have no experience, write "no experience."
* 8. Explain why you want to be a prosecutor for the Orange County District Attorney's Office. 
   *The information you provide will be used as a scoring device, be descriptive in your response – **NOTE:** "See Resume" is not a qualifying response and will not be scored. If you have no experience, write "no experience."*

* Required Question