Trinity County
Employment Opportunity

OFFICE OF THE DISTRICT ATTORNEY

DEPUTY DISTRICT ATTORNEY I

$4,699.77 - $5712.62 / Monthly

This is a full time, benefitted position
Applications will be accepted until the position is filled.

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:

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.

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:

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

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.

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CONDITIONS OF EMPLOYMENT:
Candidates who are offered a position with the County will be required to be fingerprinted at the time of hire. A background investigation and psychological exam may be performed. Positions that are considered safety sensitive will be required to pass a pre-employment physical at the County’s expense prior to appointment. Verification of false statements or omissions on the application form may be cause for termination of employment. Selected applicants will be required to submit documents verifying the applicant’s identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

Before entering upon the duties of employment, all public employees take and subscribe to the oath or affirmation set forth in the California Constitution that declares them to be disaster service workers in time of need. For more information, please visit the following websites:
California Emergency Services Act
http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=08001-09000&file=8550-8551
California Government Code 3100-3109
http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=03001-04000&file=3100-3109
The California Constitution Oath or Affirmation
http://www.leginfo.ca.gov/.const/.article_20
Governors Office of Emergency Services
http://www.oes.ca.gov/Operational/OESHome.nsf/PDFLaws&RegsCalCodePDFs/$file/Ch2.3_%2DSW.pdf

VETERANS’ PREFERENCE CREDITS: Veterans participating in open examinations who have received an honorable discharge and/or are disabled may be allowed an additional 5 points for non-disabled veterans and 10 points for disabled veterans to their earned score (provided the exam is otherwise successfully completed). To obtain this credit, veterans must complete and submit the Veterans’ Application Supplement and provide a DD214, which indicates honorable discharge, and if applicable, proof of disability, with each application before the final filing date.

AGENCY SHOP: All new employees in the General Unit and Skilled Trades Unit shall be required to join the employee association as a condition of employment.

TRAVEL EXPENSES: A successful applicant who is selected for an oral interview must provide his/her own transportation and expenses to the interview.

EMPLOYEE BENEFITS:
Vacation:
0 – 5 years of service = 10 days vacation
6 – 9 years of service = 15 days vacation
10 – 14 years of service = 17 days vacation
15+ years of service = 20 days vacation
Sick Leave: 12 days per year
Holidays: 12 days per year, plus personal holiday
Professional Leave: 6 days per year (Management employees only)
Health Insurance: Medical, dental, vision and life insurance coverages available to employee and dependents or cash in lieu of these benefits
Deferred Compensation Plan: Opportunity is provided to contribute to a deferred compensation plan. The County offers four plans to choose from.
Aflac: Various insurance plans are offered, plus the opportunity to contribute to a Flexible Spending Account
Retirement: California Public Employees’ Retirement System (CalPERS). Employees pay the full PERS employee contribution.
All Benefits are subject to the Memorandum of Understanding currently in effect.

TRINITY COUNTY:
Trinity County, located in northern California, is a land of mountains, forests, streams and small valleys with a population of approximately 13,786. The County seat is Weaverville, 45 miles west of Redding on Highway 299.

This is a historic area, dating from the travels of Jedediah Smith. The County was once a major gold mining area. Now the basic economy centers on lumbering, recreation, small businesses and governmental services.

The people here are hard-working and friendly. We are surrounded by the beauty of our mountains, which offer excellent recreational opportunities for fishing, hunting, hiking, camping, riding, boating and water sports. The County is blessed with clean air, clean water, no parking meters, traffic signals, incorporated cities or traffic jams. Although life here for the local people is easy going and unhurried, we in County government are faced with the same responsibilities and challenges found in all rural counties throughout the State.

APPLICATIONS: Blank application forms may be obtained by contacting Trinity County Human Resources at (530) 623-1325 or by downloading one from the County’s website at www.trinitycounty.org. Completed applications must be submitted to Trinity County Human Resources in one of the following ways:

- Mail the application form to Trinity County Human Resources, P. O. Box 1347, Weaverville, CA 96093
- Fax the application to (530) 623-4222
- Submit the application in person to the Human Resources office located in the Trinity County Court House, 11 Court Street, Room 225, in Weaverville
- Email the application to our office at personnel@trinitycounty.org.

ALL APPLICATIONS MUST BE RECEIVED BY THE FINAL FILING DATE ESTABLISHED FOR THE POSITION. RESUMES MAY ACCOMPANY A COMPLETED COUNTY APPLICATION FORM. HOWEVER A RESUME MAY NOT BE SUBMITTED IN LIEU OF THE REQUIRED FORM.

The above information is general in nature and does not constitute an expressed or implied contract. Current copies of the Memoranda of Understanding for the various bargaining units are available on the Human Resources page at www.trinitycounty.org.