THE COUNTY OF SHASTA
http://agency.governmentjobs.com/shasta
INVITES APPLICATIONS FOR

SENIOR DEPUTY DISTRICT ATTORNEY

$8,353-$10,661 APPROXIMATE MONTHLY* / $48.19-$61.51 APPROXIMATE HOURLY*

*Please refer to the appropriate Bargaining Unit Memorandum of Understanding for potential future salary increases*

Please visit http://www.co.shasta.ca.us/index/support_index/personnel/MOUs.aspx

CURRENT VACANCY IS IN THE DISTRICT ATTORNEY’S OFFICE

ORAL EXAM IS SCHEDULED FOR MARCH 19-20, 2020

SEE “SPECIAL REQUIREMENT” SECTION REGARDING POSSESSION OF A VALID DRIVER’S LICENSE AND CALIFORNIA STATE BAR MEMBERSHIP

RESPONSES TO SUPPLEMENTAL QUESTIONS REQUIRED

FINAL FILING DATE: FEBRUARY 25, 2020 AT 5:00 PM

ABOUT THE POSITION

Under direction, to assist the District Attorney in the prosecution of criminal cases; to provide assistance and lead direction to other attorneys; to prosecute homicide cases; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents at this level perform specialized legal work in criminal matters which is the most complex and sensitive in nature. This class differs from the Deputy District Attorney III in that incumbents provide lead direction and training to the less experienced deputies, oversee a major functional unit, or prosecute homicide cases. This position is an unclassified, at will position.

EXAMPLES OF DUTIES

Prosecutes the most serious and sensitive cases, including death penalty cases; tries both court and jury trials in all courts, including juvenile court; receives complaints filed by arresting officers and determines the nature of the crime and whether the evidence justifies prosecution; prepares briefs and legal opinions; conducts legal research; prepares correspondence and reports; provides administrative supervision over a major functional unit such as Superior Court trials, complaints and preliminary hearings, misdemeanor trials or narcotics; acts at the lead attorney in serious cases that require two attorneys; provides training and direction to other attorneys.

QUALIFICATION

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:
Knowledge of: Legal principles and practices; principles of criminal law and its application; trial and hearing procedures; rules of evidence; legal research methods; principles of supervision and training.

Ability to: Successfully prosecute serious criminal cases; perform legal research; analyze and apply legal principles, facts, evidence and precedents to complex legal problems; present law, facts, evidence and arguments clearly and logically in written and oral form; effectively represent the District Attorney's office in legal proceedings and hearings; establish and maintain cooperative working relationships with those contacted in the course of work; supervise or provide lead direction to staff; direct a major functional unit.

These employment standards are typically attained with one year of experience comparable to a Deputy District Attorney III with Shasta County or four years of experience in the practice of criminal or family law within the State of California, including at least one year of which must have been in a district attorney's or public defender's office.

SPECIAL REQUIREMENT

- Active membership in the State Bar of California
- Possession of an appropriate California driver's license

SUPPLEMENTAL QUESTIONS

Responses to the following must be submitted with a completed application.

1. Do you have experience as a practicing criminal law attorney? If yes, please specify number of years' of experience. If none, please type "n/a".
2. If yes to question #1, please indicate where you obtained this experience. If none, please type "n/a".
3. Describe the 5 most significant cases of your career. Indicate why they are the most significant. Did they go through jury trial, if so, what was the outcome?
4. How many total jury trials have you conducted? Include the type of case and trial outcome. In none, please type “n/a”.
5. List all caseload assignments you have been assigned. Include number of years in each assignment, caseload you handled and any related work you did (outreach, training, collaborative teams, etc.).
6. Describe any supervisory or management experience you have. Include length of time, number of individuals you supervised/managed, and responsibilities of that position. If none, please type “n/a”.
7. Describe any community involvement you participate in whether related or unrelated to your profession.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle and feel; talk and hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, and crouch. The employee must be able to walk and transport case files to and from court. The employee is required to possess sufficient stamina to conduct long trials and hearings.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

OTHER CONSIDERATIONS

- All new employees are required to have their paycheck directly deposited to a bank account.
- Some positions may require a valid California driver's license and acceptable driving record according to County policy.
- Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
- As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, if any, will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
- Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.
- Shasta County participates in E-Verify. For more information click here. If you do not have internet access, contact Personnel at (530) 225-5515 to request a flier.
- In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
- Positions in this classification are covered by a collective bargaining agreement between the County and the Mid Management Bargaining Unit (MMBU).
- Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees’ Pension Reform Act (PEPRA) and other applicable laws, an employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 55, (2) 2% at 60, or (3) 2% at 62. An employee in this classification will also contribute up to 7.25% of his/her pay to this plan, or will contribute such other amount to the plan as authorized by PEPRA and other applicable laws. Please visit our employees benefit page at https://www.co.shasta.ca.us/index/support_index/personnel/benefits.aspx additional information regarding benefits and CalPERS coverage information. The provisions in this flyer and on the County’s website are for information purposes only. To the extent the provisions of the flyer or the County’s website are inconsistent with PEPRA and other applicable laws, PEPRA and other applicable laws shall govern.

APPLICATION & SELECTION PROCEDURES

Shasta County Personnel will accept applications and responses to the supplemental questions until 5:00 p.m., on February 25, 2020. A Resume and/or Cover Letter will be accepted in addition to the application form but will not serve as a substitute for a completed application. It is not acceptable to complete the application with statements such as, “Refer to Resume and/or Cover Letter,” or “See Attached Resume and/or Cover Letter” the employment application must be completed in its entirety prior to submission. Incomplete
applications will not be processed. Closing date postmarks or faxes will NOT be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.

Veterans’ Credit: Veterans (as defined by California Government Code section 18973) who have been discharged from military service under conditions other than dishonorable and who receive a passing score on all components of the employment examinations (up to and including oral examinations) shall receive credit for an additional five points to be added to their final examination score. To be considered for this credit, a veteran MUST provide a copy of his or her discharge document (DD-214 or equivalent) and information as to the type of discharge (honorable, dishonorable, etc.) WITH THE EMPLOYMENT APPLICATION ON OR BEFORE THE FINAL FILING DATE.

Applicants are encouraged to apply on-line at https://agency.governmentjobs.com/shasta/default.cfm or submit an application to the Shasta County Personnel Office.

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.

SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
Shasta County Personnel
1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515

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