



CLASS SPECIFICATION

Class Code: 1070/1090
Date Est: 3/77
Last Rev: 2/2000W
Last Title Chg:
FLSA: Exempt

DEPUTY DISTRICT ATTORNEY I

DEFINITION

Under supervision, performs entry-level professional legal work that is designed to introduce the Deputy to the practice of law in the District Attorney's Office.

EXPERIENCE AND TRAINING REQUIREMENTS

Equivalent to graduation from an ABA accredited law school and some experience in the practice of law.

LICENSE OR CERTIFICATE

Current and valid license to practice law from the Nevada Supreme Court and membership in the State Bar of Nevada.

Possession of a valid driver's license.

SUPERVISION EXERCISED

This is a non-supervisory classification.

DISTINGUISHING CHARACTERISTICS

This is the entry level and first working level in the Deputy District Attorney class series. Incumbents may expect to qualify for the next higher level in the class series (Deputy District Attorney II) when they are regularly assigned the normal range of legal work and have completed one (1) year of experience as a Deputy District Attorney I. Within each 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, juvenile law, or TPO (temporary protection order) enforcement.

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

Criminal Prosecution:

Entry level processing of cases consistent with policies of the office; learning the use of and using the numerous forms necessary to bring a case to trial; preparing misdemeanor cases for prosecution, and bringing the case to trial or otherwise complete the case through a resolution process. With guidance of supervising attorneys, try misdemeanor cases and assist senior deputies with felony prosecutions.

Civil Practice:

Provide entry level legal representation to County agencies and represent such agencies, officials, employees or Washoe County in a more limited range of subject matter areas including, but not limited to: child protective services (including associated courtroom practice), juvenile delinquency hearings, commitment hearings, and small claims actions. With guidance from supervising attorneys: an incumbent may advise assigned County officials on propriety of proposed actions, draft ordinances and legislation, author legal opinions, draft contracts and other legal documents.

Family Support Enforcement Practice:

Provide entry level legal services in connection with child support actions, (including associated courtroom practice); review cases for state criminal actions and referrals to investigations; handle executions on real and personal property, and negotiate settlements of cases where appropriate.

Juvenile Law Practice:

Entry level processing of cases consistent with policies of the office; learning use of and using the forms and criteria necessary to bring a case to trial; prepare juvenile cases for prosecution, and bringing the matter to hearing in Juvenile court or otherwise complete the case through a resolution process. Attend Juvenile court proceedings, including detention hearings, pleas and sentencing hearings, and do trials in less serious cases.

Temporary Protection Order Enforcement Practice:

Provide entry-level legal services in the enforcement of temporary protection orders issued in domestic violence situations. With supervision of senior deputies, evaluate such cases for appropriate civil or criminal enforcement action, and appearing in family and justice courts with respect to such actions. An incumbent assigned to TPO would be expected to perform similar duties as those assigned to a deputy district attorney I assigned to the civil division and criminal division.

Appellate Practice:

Become familiar with applying and apply the Nevada Rules of Appellate Procedure and learning the use of and using the forms necessary to take a case through the appellate or review process in the Nevada Supreme Court as appellant, respondent or real party in interest; and become familiar with using and use applicable statutes and forms necessary to litigate or otherwise resolve post-conviction habeas corpus petitions. With guidance from supervising attorneys: write and submit appellate briefs, extraordinary writs/answers and pleadings addressing post-conviction habeas corpus litigation, and assist in the preparation of cases for oral argument in the Nevada Supreme Court; begin assisting in the litigation, resolution or dismissal of post-conviction habeas corpus cases.

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).

Laws, codes, and legal procedures relevant to the assigned practice area.

The variety of forms used to bring a case to readiness for prosecution/litigation in the assigned practice area.

How cases and issues are received and processed by the District Attorney's Office in the area of assigned practice.

How the County is structured and organized and how local governments operate.

Ability to:

Provide legal representation in a narrow range of legal matters and prosecution/litigation on an independent basis with general oversight by supervising staff attorneys.

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

Understand the difference between role of attorney and policy maker.

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

Knowledge of:

The practice of law and associated procedures.

Judicial procedures and the rules of evidence.

Legal research methods, including use of computer programs for legal research and word processing skills.

Ability to:

Analyze facts and apply legal principles and precedents to specific cases.

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

Exercise judgment and discretion.

Perform legal research.

Prepare and present cases at most levels of the court system.

Communicate effectively both orally and in writing.

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

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 clearly, 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