



CLASS SPECIFICATION

Class Code: 1071/1091
Date Est: 3/77
Last Rev: 2/2000W
Last Title Chg:
FLSA: Exempt

DEPUTY DISTRICT ATTORNEY II

DEFINITION

Under direction, performs a variety of professional legal work in the District Attorney's Office; develops, prepares and presents cases requiring court and/or administrative tribunal appearances; trial and/or administrative tribunal and/or appellate work; represents the state in criminal or enforcement proceedings or serves as legal counsel to mid-sized local and regional public clients; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Equivalent to graduation from an ABA accredited law school. One year of experience equivalent to that of a Deputy District Attorney I in Washoe County in the assigned area of practice, or equivalent experience.

LICENSE OR CERTIFICATE

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

Possession of a valid driver's license.

DISTINGUISHING CHARACTERISTICS

This is the first experienced working level in the Deputy District Attorney class series. Incumbents are expected to perform a wider range of the regular legal assignments performed in the District Attorney's Office. This class differs from Deputy District Attorney I in that incumbents perform a broader range of assignments with greater independence. It differs from Deputy District Attorney III in that Deputy District Attorney III has more experience and typically handles more difficult cases and/or assignments. 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.

SUPERVISION EXERCISED

This is a non-supervisory classification.

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

Criminal Prosecution:

Prosecute most felony matters and assist other senior deputies on all types of criminal prosecutions; assist law enforcement agencies with legal questions and participate in the 24-hour on-call program; begin specializing in specific areas of practice (for example, drug prosecutions, homicide prosecutions, white collar crimes) and assist in preparation or presentation of educational materials to other prosecutors in regional or state-wide courses and to law enforcement.

Civil Practice:

Provide legal representation to mid-level County and regional public agencies and represent these agencies, their officials, employees and the County in a broader range of subject matter areas including child protective services, commitment hearings, child care licensing issues, contract disputes, district court actions and civil forfeiture; advise assigned departments and County officials on the legal propriety of proposed actions; prepare briefs or legal opinions, with the most legally significant opinions and briefs submitted to supervisory legal staff for

review; prepare preliminary drafts of ordinances and legislation; draft contracts and other legal documents; and prepare and present workshops for clients on legal issues.

Family Support Enforcement Division:

Review and analyze incoming child support actions and determine appropriate course of action considering the inter-play between federal, state and local jurisdictions; represent Nevada State Welfare Division in child support actions; handle child support appeals to district court; assist senior deputies in handling writs to the Nevada Supreme Court; review cases for state criminal actions and referrals to investigations; handle executions on real and personal property; negotiate settlement of child support cases where appropriate.

Juvenile Law Practice:

Prosecute more serious delinquency cases; assist law enforcement agencies (including juvenile probation department) with legal questions related to juvenile cases; participate as assigned on Student Attendance Review Boards or such other activities performed in cooperation with the school district and other agencies; prepare and present programs in local schools regarding juvenile law.

Temporary Protection Order Enforcement Practice:

Provide legal services in connection with the enforcement of temporary protection orders issued in domestic violence situations; evaluate cases for appropriate civil or criminal enforcement action; appear 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 II assigned to the civil division and criminal division.

Criminal Appellate Practice:

Litigate, resolve or dismiss post-conviction habeas corpus cases, except death penalty cases; orally argue cases before the Nevada Supreme Court; apply rules and forms necessary to take a case through the United States Supreme Court; assist members of the criminal division with questions of criminal law and criminal procedure.

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 the deputy represents).

Good working knowledge of the practice of law within the assigned area of practice, including knowledge of associated procedures.

Available computer programs for legal research and word processing skills.

Ability to:

Provide legal representation in legal matters and litigation on an independent basis.

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

Knowledge of:

Civil codes, laws, and legal procedures.

Judicial and administrative procedures, rules of evidence, and the rules of procedure in assigned area of practice.

The principles of constitutional law, criminal/public sector/civil/administrative law (based upon assigned area of practice), and civil/criminal practice and procedure (based upon assigned area of practice).

Legal research methods.

Ability to:

Analyze facts and apply legal principles and precedents to specific cases in assigned area of practice.

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 all levels of the court system based upon assigned area of practice.

Communicate effectively both orally and in writing.

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

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.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to communicate clearly, both orally and in writing. Corrected hearing and vision to normal range. Ability to use office equipment including computer, telephones, calculators, copiers, and FAX. Work is performed in office, outdoors, and courtroom environments. Continuous contact with staff and the public.

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