



CLASS SPECIFICATION

Class Code: 1094
Date Est: 3/77
Last Rev: 2/2000W
Last Title Chg:
FLSA: Exempt

DEPUTY DISTRICT ATTORNEY V

DEFINITION

Serves as 1 of 2 Chief Attorneys in the District Attorney's Office with a working title of Assistant District Attorney. The Deputy District Attorney V is assigned responsibility for the criminal division, criminal appellate division, and juvenile division; or is assigned responsibility for the civil division, family support division, and TPO enforcement. The Deputy District Attorney V provides management support for the District Attorney; plans, manages, and supervises the work of professional legal and legal support staff; performs the widest range of the most complex professional criminal defense/or civil work; represents the District Attorney on assigned cases; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Equivalent to graduation from an ABA accredited law school. Substantial experience equivalent to that of a Deputy District Attorney IV with Washoe County, or equivalent experience.

LICENSE OR CERTIFICATE

Current and valid license to practice law from the Nevada Supreme Court and membership in the State Bar of Nevada. Must be able to be admitted to practice in the United States District Court, Northern District of Nevada, the Ninth Circuit Court of Appeals, and the United States Supreme Court.

Possession of a valid driver's license.

DISTINGUISHING CHARACTERISTICS

This represent the highest appointed working level in the District Attorney's Office. The Deputy District Attorney V serves as the District Attorney when delegated that responsibility by the District Attorney.

SUPERVISION EXERCISED

This is a full supervisory and management classification for professional legal and legal support staff.

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

Deputy District Attorney V - Criminal/Criminal Appellate/Juvenile Divisions:

Assist the District Attorney with the administration and management of the District Attorney's Office with day-to-day responsibility for the criminal division, criminal appellate division and juvenile division of the office, including the development of systems, policies and procedures; act as a liaison between the District Attorney's Office and other County departments, law enforcement, the media and the public; assist with the preparation of the annual budget and review and analyze the respective divisions' services and functions for effectiveness and efficiency; supervise all aspects of the prosecution of criminal cases by the District Attorney's Office; assist the District Attorney in screening applicants for employment, evaluating the current employees and taking appropriate follow-up personnel action.

Deputy District Attorney V - Civil/Family Support Divisions:

Assist the District Attorney with the administration and management of the District Attorney's Office with day-to-day responsibility for the civil division, family support division, and TPO enforcement, including the development of systems, policies and procedures; act as liaison between the District Attorney's Office and County

officials, County departments, other local government officials, the media, and the public; assist with the preparation of the annual budget and review and analyze the respective divisions' services and functions for effectiveness and efficiency; act as legal counsel to the District Attorney with respect to duties and responsibilities of the office; act as legal counsel to the Washoe County Commission and the County Manager; supervise all aspects of legal services and other services provided by the civil division, family support division and TPO enforcement function of the District Attorney's Office; assist the District Attorney in screening applicants for employment, evaluating the current employees and taking appropriate follow-up personnel action; present workshops for clients on legal issues; provide assistance and training to deputy district attorneys in the office.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Substantial knowledge of county, departmental, and division policies and procedures.

Substantial knowledge of the practice of law within the assigned area of practice, including knowledge of associated legal procedures.

Countywide personnel practices, including, but not limited to: discrimination and harassment policy, sexual harassment policy, workplace violence policy, and other adopted County workplace policies.

Principles of management and public administration.

Substantial knowledge of local governments or law enforcement (depending on assigned area), and substantial knowledge of legislative practice in Nevada.

Ability to:

Provide administrative support for the District Attorney and administrative direction for the assigned divisions in the District Attorney's Office.

Supervise personnel, including training, assigning, and reviewing work, administering discipline and conducting performance evaluations.

Implement work methods and procedures that promote a safe working environment for and ensure proper staff training in work safety.

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

Knowledge of:

Comprehensive knowledge of the practice of law and associated procedures in the assigned areas of practice.

Judicial procedures and the rules of evidence.

The principles of criminal, constitutional, civil, and administrative law in the assigned areas of practice.

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

Principles of budget development and fiscal controls, including knowledge of how local governments are funded.

Ability to:

Comprehensive knowledge of the practice of law and associated procedures in the assigned areas of practice.

Judicial procedures and the rules of evidence.

The principles of criminal, constitutional, civil, and administrative law in the assigned areas of practice.

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

Principles of budget development and fiscal controls, including knowledge of how local governments are funded.

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 _____