



TITLE:	Deputy District Attorney	JOB CODE:	1313
PREPARED:	6/30/03	FLSA:	Exempt
UPDATED:	9/6/13	REVISION #:	

Summary: Under general supervision, this is an unclassified position which represents the County in the prosecution of individuals who have committed crimes punishable under law.

Distinguishing Characteristics: This designation is distinguished from the Deputy District Attorney-Civil by the principal focus of criminal case prosecution.

Essential Job Functions: *Performance of these functions is the reason the job exists. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Review requests for prosecution and determine the applicable statutes to the facts of the case; establishes which, if any, criminal charges should be filed.
- Reviews and evaluates requests for search warrants to determine if probable cause is sufficient; drafts applications and affidavits presented to the Magistrate when requesting a search warrant; drafts search warrants submitted to the Magistrate for approval.
- Prepares various legal documents, including appeals, motions, reviews of criminal complaints and negotiations and settlements of proposals.
- Conducts legal research for hearings on motions, preliminary hearings, trials and appeals.
- Prepares for and conducts preliminary hearings and trials; prepares questions to be asked of witnesses; formulates legal strategies for cross-examination of defense witnesses; formulates jury instructions; reviews jury questionnaires; prepares for the jury selection process; plans opening and closing statements.
- Identifies witnesses that need to be called to testify before a jury; meets with witnesses to prepare them for the court proceedings.
- Makes court appearances, including trials, appeals, preliminary hearings, status hearings, arraignments, evidentiary and review hearings and Child Support Hearing Master.
- Responds to appeals and other claims made by defendants after conviction; drafts and submits appeals and briefs to the State Supreme Court.
- Meets and negotiates with defense attorneys regarding resolutions of specific cases.
- Provides work direction and training to other legal staff.
- Performs other legal work as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of criminal and civil law.
- Knowledge of the criminal justice and court systems, procedures and protocols in the State of Nevada.

JOB DESCRIPTION

Deputy District Attorney

- Knowledge of local, state and federal rules of civil procedure.
- Knowledge of the state Administrative Procedure Act.
- Knowledge of County, state and federal laws, regulations and ordinances.
- Knowledge of general County policies, procedures, rules and regulations.
- Knowledge of supervisory principles, practices and methods.
- Skill in interpreting laws and regulations.
- Skill in effective oral and written communications.
- Skill in evaluating complex criminal or civil cases.
- Skill in performing legal research and writing briefs.
- Skill in effectively supervising, leading and delegating tasks.
- Skill in developing and maintaining effective working relationships with County personnel, court system personnel, law enforcement, defense attorneys and the general public.
- Skill in working under pressure within strict timeframes.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Juris Doctorate Degree with membership in good standing with the State Bar of Nevada.
- Admission before the state and federal courts of the jurisdiction of the County and admission before the federal Ninth Court of Appeals and the United States Supreme Court.
- Possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 25 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment and a motorized vehicle.