

TITLE: Senior Deputy District Attorney JOB CODE: 1312

PREPARED: 6/30/03 FLSA: Exempt

UPDATED: REVISION #:

**Summary:** Under limited supervision, prepares and tries major felony and misdemeanor cases in the District and Justice Court of the County.

**Distinguishing Characteristics:** This designation is distinguished from the Deputy District Attorney classification by a greater complexity and sensitivity of cases tried.

**Essential Job Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Reviews requests for criminal complaints involving fraud, theft and white collar crime; handles other requests on a random basis; issues complaints and warrants of arrest after review.
- Attends status hearings after a complaint has been issued and the defendant is arrested and arraigned; reviews complaints after arrest and sends offer to the defense attorney prior to the status hearing; negotiates with the defense attorney during the status hearing to resolve the status of the complaint.
- Reviews and evaluates requests for search warrants; drafts applications and affidavits presented to the Justice when requesting a search warrant; drafts search warrants submitted to the Justice for approval.
- Prepares for and attends District Court jury trials and preliminary hearings; subpoenas witnesses and conducts pre-trial conferences to prepare witnesses for the trial or hearing.
- Prepares for and attends misdemeanor trials, including DUI, domestic battery, simple battery and bad check cases; interviews and prepares witnesses for trial.
- Responds, prepares for and attends appeals before the State Supreme Court after a District Court felony jury trial.
- Appears in District Court for sentencing, arraignment, writ of habeas corpus, evidentiary hearings for probation violations and research for legal issues to establish precedent.
- · Performs other related duties as assigned.

# JOB DESCRIPTION

Senior Deputy District Attorney

### MINIMUM QUALIFICATIONS

## Required Knowledge and Skills:

- Knowledge of criminal law.
- Knowledge of the criminal justice and court systems, procedures and protocols in the State of Nevada.
- Knowledge of the state Administrative Procedure Act.
- Knowledge of County, state and federal laws and regulations.
- Knowledge of general County policies, procedures, rules and regulations.
- Skill in interpreting laws and regulations.
- Skill in effective oral and written communications.
- Skill in evaluating complex major criminal cases.
- Skill in performing legal research and preparing briefs.
- Skill in working under pressure within strict timelines.
- Skill in developing and maintaining effective working relationships with County personnel, court system personnel, law enforcement agencies, defense attorneys and the general public.
- 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.
- Five years of experience in criminal law as a trial lawyer.
- 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.