TITLE:	**Chief Deputy District Attorney**	**JOB CODE:**	1311
PREPARED:	6/30/03	**FLSA:**	Exempt
UPDATED:		**REVISION #:**	

Summary: Under general direction, provides executive management and direction over the activities of the County's District Attorney's Office. Work responsibilities extend to serving in the absence of the District Attorney.

Distinguishing Characteristics: This is a statutorily created position that serves in the capacity of a Department Head, with the discretion to exercise broad administrative and managerial authority.

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.*

- Plans, develops, directs, coordinates and evaluates programs and services offered by the District Attorney's Office and conducts needs assessments for new programs and services.
- Manages fiscal activities by preparing and administering the Office budget; controls and authorizes purchases and expenditures.
- Established Office goals, objectives, policies and procedures; evaluates Office effectiveness and efficiency.
- Recruits, selects, trains, supervises, assigns, evaluates and disciplines subordinate staff.
- Directs a variety of administrative activities, including employee scheduling, payroll reporting and report processing.
- Responds to questions, issues, concerns and complaints from the general public.
- Assigns cases and trials to Deputy District Attorneys.
- Handles appellate cases in the Ninth Circuit Court of Appeals and the State Supreme Court; handles civil forfeiture cases.
- Plans and manages the County's Bad Check Restitution Program.
- Represents the County with federal agencies regarding compliance with the Americans with Disabilities Act (ADA) and the Equal Employment Opportunity Commission.
- Works with the United States Attorney's Office in cases of joint prosecution.
- Directs the design and maintenance of the District Attorney's Office computer system.
- Meets with government, community, business and religious representatives to develop and maintain effective working relationships.
- Performs related work as required.

JOB DESCRIPTION
Chief Deputy District Attorney

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of civil and criminal litigation.
- Knowledge of the criminal and civil justice and court systems, procedures and protocols in the State of Nevada.
- Knowledge of local, state and federal rules of civil procedure.
- Knowledge of FCC rules.
- Knowledge of County, state and federal laws, regulations, codes and ordinances.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of the principles and practices of administrative management.
- Knowledge of general County policies, procedures, rules and regulations.
- Skill in planning, developing, implementing and monitoring policies, procedures, rules and regulations.
- Skill in interpreting local, state and federal laws and regulations.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in resolving complaints or concerns from the general public.
- Skill in establishing and maintaining effective working relationships with a myriad of public and private organizations.
- Skill in effective oral and written communications.
- 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.
- Seven years of experience in civil and criminal law, with a minimum of three years of managerial or supervisory experience.
- 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, calculator and a motorized vehicle.