

## **DEPUTY DISTRICT ATTORNEY I**

### **Definition:**

Under close supervision, performs entry level legal work and related tasks as required by the Office of the District Attorney.

### **Distinguishing Characteristics**

This is the entrance level in the Deputy District Attorney flexible classification series. This classification is distinguished from Deputy District Attorney II by requiring the performance of basic legal tasks under close supervision; Deputy District Attorney II requires handling legal tasks of average difficulty with less supervision. Promotion to Deputy District Attorney II is considered on a merit basis subject to recommendation by the District Attorney and approval by the Director of Personnel.

### **Essential Functions:**

- Researches and prepares cases for prosecution.
- Evaluates evidence, determines the nature of the crime, and justification for prosecution.
- Prepares and tries cases including related motions, such as search and seizure.
- Confers with victims, witnesses, law enforcement, investigation personnel, private attorneys and other interested parties regarding cases.
- Prepares legal documents such as briefs, pleadings, and complaints.
- Negotiates with defense attorneys regarding the disposition or modification of charges in misdemeanor cases.
- Assists in the preparation and prosecution of more difficult criminal cases.
- Performs related work as required and other duties as assigned.

### **Employment Standards:**

Licensed by the California State Bar and the ability to travel to locations outside of the regular office to perform necessary legal services; Basic knowledge of the principles of law and their application, trial procedure and the rules of evidence; legal research methods; Basic ability to present statements of fact, law and argument clearly and logically.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.