

COUNTY OF SOLANO
CLASS SPECIFICATION
ASSISTANT DISTRICT ATTORNEY

CLASS SUMMARY:

The Assistant District Attorney assists the District Attorney in administering, managing, and supervising the overall operations of the District Attorney's Office through subordinate managers and professional, technical, and support staff; prepares and serves as senior trial attorney in the prosecution of the most complex criminal cases; and has full authority and responsibility to serve in the absence of the District Attorney.

ESSENTIAL DUTIES:

This class specification represents the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Oversees organizational development, including employee selection, training, development, evaluation, and discipline; succession planning; and productivity improvement.

Develops and implements short- and long-range strategic and operational goals, standards, policies, procedures, objectives, and performance measures to enhance service delivery, performance effectiveness, and cost efficiency; monitors the implementation and progress of action plans through review processes with managers and staff; directs adjustments to ensure achievement of goals.

Provides programmatic and operational direction to staff to meet Office service mandates and responsibilities; ensures compliance with regulatory authorities; consults with, and advises, subordinate staff on complex cases and other legal matters; advises subordinate supervisors in evaluating cases for prosecution and disposition.

Responds to daily administrative and budgetary issues; assists in forecasting, preparing, and monitoring budgets and allocating resources.

Researches, analyzes, and interprets existing laws, court decisions, pending legislation, and other legal authorities.

Acts as senior trial attorney on criminal cases; appears before and advises the Grand Jury.

Confers with prosecution and defense attorneys, probation authorities, court officials and law enforcement agencies to discuss pleas, charge modifications, presentations, evidence, and other legal matters.

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ESSENTIAL DUTIES: (continued)

Prepares pleadings, briefs, opinions, petitions, motions, and other legal, technical, and administrative materials, records, and reports.

Coordinates the work of the District Attorney's Office with other city, county, state, and federal officials and law enforcement agencies.

Responds to difficult and complex complaints and requests for information.

Directs and coordinates special projects, conducts special studies, reviews Office reports and proposals and develops recommendations for County Administrative Office and Board of Supervisors.

Represents the Office to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Perform other duties of a similar nature and level as assigned.

Training And Experience:

Juris Doctorate from an accredited law school and ten years of full-time public and/or private sector experience as an attorney practicing criminal law, of which three years included full-scope supervisory duties.

Note: Prior management and prosecution experience that included serious and complex felonies such as homicides and sexual assault is highly desirable.

Licensing/Certification Requirements:

- Active membership in the California State Bar Association
- State of California Driver's License, Class C

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Knowledge of:

- Duties, powers, responsibilities, limitations, and the authorities of the District Attorney's Office
- Applicable Federal, State, and local laws, codes, ordinances, rules and regulations
- Principles and applications of substantive and procedural civil, criminal, constitutional and administrative laws, statutes, ordinances and regulations
- Trial and hearing procedures, techniques, and court proceedings, and rules of evidence
- Legal research methods
- Methods of investigation
- Program and project development and management
- Organizational management
- Strategic planning processes
- Public administration, management, and leadership principles and practices
- Principles and practices of public sector personnel management and supervision
- Policy and procedure development and implementation
- Principles and practices of budget preparation and administration
- Business correspondence and report writing
- Directing the operations and activities of a multi-faceted department

Skills in:

- Planning, supervising, training, developing, and evaluating the work of professional and support staff
- Analyzing, preparing, and administering budgets
- Researching, analyzing, and applying legal principles, facts, evidence, and precedence to complex legal cases and administrative problems
- Developing, establishing, and executing policies and procedures
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals; responding to critical and sensitive issues and events
- Analyzing, preparing, and administering budgets
- Analyzing, interpreting, and understanding technical and statistical information

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Skills in: (Continued)

- Conducting negotiations and mediations
- Presenting statements of fact and arguments clearly and logically; gaining cooperation through discussion and persuasion
- Planning, analyzing, and evaluating programs and services, operational needs, and resources
- Managing multiple priorities simultaneously
- Preparing clear, concise, and comprehensive reports, briefs, opinions, petitions, motions, records, correspondence, and other legal and written materials
- Working cooperatively with the public and law enforcement agencies
- Working under time constraints and exacting professional and legal standards
- Directing work consistent with goals and priorities
- Using a computer and related software applications
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy, patience, and compassion

ADA Requirements:

Positions in this class typically require talking, hearing, seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Class History Information:

Approved by:

Donald W. Turko
Director, Human Resources

Date