



COUNTY OF MONTEREY
invites applications for the position of:
Deputy District Attorney III/IV
An Equal Opportunity Employer & a Drug-Free Workplace

SALARY: \$8,257.00 - \$14,034.00 Monthly

OPENING DATE: 08/29/19

CLOSING DATE: 09/29/19 11:59 PM

POSITION DESCRIPTION:



Application Filing Deadline: September 29, 2019

Exam #: 19/39D31/08MG

The Monterey County District Attorney's Office is seeking to hire smart, ethical, public service minded attorneys motivated to seek justice, and promote public safety on behalf of the people of the County of Monterey and the State of California.

The Monterey County District Attorney's Office is seeking to hire a Deputy District Attorney III or IV in the Criminal Division. Deputy District Attorney III's and IV's manage a high volume of more difficult criminal cases with minimal supervision. This position requires the ability to do complex legal research, and to present complicated factual and legal issues clearly both orally and in writing. The ideal candidate is an experienced litigator with a significant number of prior jury trials, or major white-collar crime prosecutions including all forms of insurance fraud who has prior service in a District Attorney's Office, Attorney General's Office, Public Defender's Office, or other criminal defense litigation firm.

The Monterey County District Attorney's Office has headquarters at the Salinas Courthouse and a satellite office in Monterey. There are 53 Deputy District Attorneys. The criminal prosecutors work in the Salinas office. The consumer and environmental protection prosecutors work in the Monterey office. The office is an approved MCLE provider and conducts regular in-house training.

The Criminal Division is subdivided into Felony Units, a Misdemeanor Prosecutions Unit and a Juvenile Unit. Some of the specialized positions in the Felony Unit include: Auto insurance fraud, child abuse, disability and healthcare insurance fraud, elder abuse, gangs, prison crime, sexual assault cases, and workers' compensation insurance fraud. Vertical prosecution is the preferred approach to each case.

The Eligible List established by this recruitment may be used to fill current and future vacancies on a regular full-time, part-time, or temporary basis.

This classification is part of a flexible series. Incumbents appointed at the lower level of the career series may be promoted up to the higher level of the career series subject to their meeting the employment standards for the higher class and a recommendation for their promotion by the appointing authority in accordance with the Flexible Staffing Program and Guidelines.

DEPUTY DISTRICT ATTORNEY III: (Salary: \$8,257 - \$11,224 Monthly)

Under general supervision, performs difficult legal work and related tasks as required by the Office of the District Attorney. This classification is distinguished from Deputy District Attorney II by requiring the performance of difficult legal tasks under general supervision. This class is distinguished from Deputy District Attorney IV, which requires the performance of complex legal tasks with less direct supervision. Promotion to Deputy District Attorney IV is considered on a merit basis subject to recommendation by the District Attorney and approval by the Director of Human Resources.

DEPUTY DISTRICT ATTORNEY IV: (Salary: \$10,308 - \$14,034 Monthly)

This is the highest level in the career series. Under direction, perform the most difficult and complex legal work and related tasks as required by the Office of the District Attorney. This is the senior working level within the flexible classification series of Deputy District Attorney. Incumbents at this level may be assigned on-going administrative responsibility. This classification is distinguished from the Deputy District Attorney III level by working within office policy performing complex legal tasks with less direct supervision.

EXAMPLES OF DUTIES:

- Prepares and prosecutes criminal and civil cases by presenting opening statements, interrogating and cross examining witnesses, introducing evidence, making relevant objections, arguing points of law, and presenting closing arguments.
- Researches questions of law and evidence and applies statutory and decisional case law, along with such other legal treatises as may be required, in the preparation of cases for hearing in court.
- Attends other scheduled court hearings such as arraignments, pretrial hearings and motions, sentencing and probation revocations.
- Prepares legal briefs, motions, memorandums of points and authorities, documents and pleadings.
- Interviews victims, police officers and witnesses.
- Marshals, reviews and prepares evidence for presentation in court.
- Determines nature and extent of prosecutions and negotiates the appropriate disposition of criminal cases without going to trial.
- Organizes facts and legal arguments and marshals witnesses in preparation for trial and other court proceedings; determines nature of follow-up investigations needed for trial.
- Evaluates requests for the issuance of criminal complaints; analyzes evidence presented for sufficiency and determines if additional evidence is required.
- Advises the general public and law enforcement personnel on criminal matters.
- May be assigned to train and/or serve as lead worker over less experienced attorneys.

QUALIFICATIONS:

Pursuant to Section 6060 of the Business and Professions Code, current, valid membership in the California State Bar is required by date of hire.

KNOWLEDGE/SKILLS/ABILITIES:

In addition, a combination of experience, education and/or training which substantially demonstrates the following knowledge, skills, and abilities:

Working Knowledge of:

- The duties, responsibilities, powers and limitations of the Office of the District Attorney.
- The ethical standards that apply to prosecutors and attorneys.
- The methods of legal research and writing.
- The rules of evidence.

Thorough Knowledge of:

- The principals of criminal and civil law, criminal procedure, and trial practice.
- Statutory, constitutional and decisional criminal laws of the State of California.

Skills and Abilities to:

- Use a computer.
- Gather and evaluate complex data and draw logical conclusions; evaluate facts and formulate an effective course of action.
- Read, interpret and apply the principles contained in statutes, published court decisions and other relevant legal precedent.
- Orally communicate complex information and concepts to persons of divergent socioeconomic and cultural backgrounds; present persuasive arguments as an advocate in a clear and reasoned manner; and interrogate and cross examine witnesses in a courtroom.
- Write clearly and concisely.
- Organize large quantities of complex material in a logical manner for presentation in court.
- Effectively and logically present evidence in complicated criminal proceedings.
- Recognize and evaluate approaches to situations of a potentially sensitive nature.
- Establish and maintain cooperative work relationships with those contacted in the course of work.
- Independently manage increasingly difficult cases under general supervision.
- Think creatively; develop new methods, procedures or approaches to achieve desired results.
- Train and review the work of less experienced staff.

ADDITIONAL INFORMATION:Required Conditions of Employment Include:

- Independently manage a heavy caseload, occasionally requiring extra hours of work.
- Rotate between the Salinas and Monterey courthouses.
- Successfully complete a thorough background investigation which will include a record of any criminal convictions.
- Respond to law enforcement requests for assistance when on-duty.

Benefits:

Monterey County offers an excellent benefits package. To view the "**Unit E – Deputy District Attorneys**" Benefit Summary Sheet, please visit our website by clicking [HERE](#). This information is not legally binding, nor does it serve as a contract.

Notes:

Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.; a list of acceptable documents is available on the USCIS Form I-9. If you are hired into this classification in a temporary position, your rate of pay will be hourly, and you will not be eligible for the benefits listed in the summary.

Application and Selection Procedures

Apply On-Line!

Our website: www.co.monterey.ca.us/personnel

Applications may also be obtained from and submitted to:

Monterey County, Human Resources Department
Attn: Michelle Gomez, Human Resources Analyst
168 W. Alisal Street, 3rd Floor
Salinas, CA 93901

Email: GomezME@co.monterey.ca.us | Phone: 831-755-5383

To assess applicants' possession of required qualifications, the examination process may include an oral examination, pre-examination exercises, performance examination, and/or written examination. The competitive examination process includes submittal of required application materials. A complete application package will include:

- **A completed County of Monterey Employment Application**
- **Responses to the Supplemental Questions**
- **Resume**

Applicants who fail to provide all required materials by the application filing deadline will not be considered. Resumes, cover letters, letters of interest, and other correspondence will not be accepted as a substitute for required application materials. All required application materials will be competitively evaluated. Those applicants that are determined to be the most appropriately qualified will be invited to participate further in the examination process.

EQUAL OPPORTUNITY

Monterey County is a drug-free work place and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County provides reasonable accommodations for the disabled. If you believe you possess a disability that would require test accommodation, please call the Human Resources Analyst at (831) 755-5383.

Deputy District Attorney III/IV Supplemental Questionnaire

- * 1. The required application materials include responses to the supplemental questions. Applicants who fail to provide all required materials by the given deadline will not be considered. Supplemental questions responses must be numbered and each question must be addressed separately. Resumes, cover letters, letters of interest and other correspondence will not be accepted as a substitute for the required application materials. Supplemental question responses are an integral part of the selection process; failure to respond or provide a complete supplemental question response, or responding "see resume" to a supplemental question, will eliminate you from further consideration.
 - I have read and understand the supplemental questions instructions
- * 2. Indicate your status pertaining to the California State Bar.
 - I am a member of the California State Bar.
 - I have taken the 7/2019 California State Bar Exam and I am awaiting results that will be released 11/2019.
 - I have not taken the 7/2019 exam, nor am I a member of the CA State Bar.
- * 3. If you are a member of the CA State Bar, list your CA State Bar license number and expiration date. If you do not have a CA State Bar license, type "N/A".
- * 4. Have you ever been the subject of any disciplinary action regarding your ability to practice law, including but not limited to any State of Federal Bar Discipline? If so, please explain; if not, type "N.A."?
- * 5. Describe any experience or activities you have participated in which you believe will contribute to your success as a trial lawyer.