



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

SALARY: \$9,693.00 - \$16,551.00 Monthly
\$116,316.00 - \$198,612.00 Annually

OPENING DATE: 01/08/21

CLOSING DATE: Continuous

POSITION DESCRIPTION:



Application Filing Deadline: Continuous
Exam #: 21/39D31/01JL

The Office of the District Attorney seeks talented, ethical, public service-minded attorneys to promote justice and public safety for the people of the County of Monterey and the State of California. The office is an approved MCLE provider and conducts regular in-house training. There are 53 deputy district attorneys.

Positions are available in both the Criminal and Civil Divisions. Deputy District Attorney IIIs and IVs manage a high volume of more difficult criminal and civil cases with minimal supervision.

Deputy District Attorney IIIs and IVs must perform complex legal research and present complicated factual and legal issues clearly, both orally and in writing. The Criminal Division is in Salinas adjacent to the courthouse and 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, and workers' compensation insurance fraud. The Civil Division is in Monterey and handles consumer protection, environmental crimes, cannabis enforcement, real estate fraud, asset forfeiture, and weapon forfeiture.

The ideal candidate for the Criminal Division is an experienced litigator with a significant number of prior jury trials and 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 ideal candidate for the Civil Division has extensive working knowledge and practical experience with California rules of civil procedure, law and motion, drafting of pleadings and discovery, including complaints, stipulated judgments, injunctions, and investigative subpoenas. Solid negotiation skills are a must. The ideal candidate will also have meaningful experience, whether in the public or private sector, handling cases under Business & Professions Code sections 17200 and 17500.

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.

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.

EXAMPLES OF DUTIES:

- Prepares and prosecutes 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 scheduled court hearings such as arraignments, pretrial hearings and motions, sentencing and probation revocations, and forfeiture proceedings.
- Prepares legal briefs, motions, memorandums of points and authorities, documents and pleadings.
- Interviews victims, police officers and witnesses.
- Determines the nature of follow-up investigations needed for trial or settlement. Reviews, and prepares evidence for presentation in court, mediation or other resolution proceedings.
- Negotiates the appropriate disposition of cases without going to trial.
- Evaluates requests for the issuance of criminal or civil complaints; analyzes evidence presented for sufficiency and determines if additional evidence is required.
- Advises the general public and law enforcement personnel on criminal and other matters affecting the health and safety of consumers.
- May be assigned to train and/or serve as lead worker over less experienced attorneys.

To view the complete job description visit the Monterey County website:

<http://www.co.monterey.ca.us/government/departments-a-h/human-resources/human-resources/class-specifications>

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:

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 relationships with those contacted during 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:

The required conditions of employment include but are not limited to:

- 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.
- Independently manage a heavy caseload, occasionally requiring extra hours of work.
- Rotate between the Salinas and Monterey offices and courthouses.

BENEFITS:

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

COVID-19:

On July 30, 2021, the County of Monterey Board of Supervisors took action to mandate COVID-19 vaccination for all employees to include new hires. The vaccination requirement is in accordance with Section 25 of the County of Monterey Emergency Response Manual and COVID-19 Prevention Program [Link](#). Applicants who accept employment with the County of Monterey, will be required to be fully vaccinated. However, individuals may request medical or religious exemptions and will be required to complete the appropriate request and certification forms for review and approval no later than their start date. [Medical](#) / [Religion](#).

NOTES:

As a condition of employment, prospective employees may be required to submit to a background review which may include a review of information concerning present and/or prior employment, driving record, and record of any criminal convictions. 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 at: <https://www.governmentjobs.com/careers/montereycounty> by 11:59 PM(PST)

or

Hard copy applications may be obtained from and submitted during normal business hours, Monday – Friday, 8:00 AM -

5:00 PM by contacting:

Monterey County

Attn: Human Resources

Analyst 168 W. Alisal Street, 3rd Floor

Salinas, CA 93901

Email: hensonc@co.monterey.ca.us | Phone: 831-755-5446

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**

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 workplace 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) 755-5395.

**Deputy District Attorney III/IV
Supplemental Questionnaire**

If you are not applying on-line, please number your responses on a separate piece of paper. Include your name and the title of the position for which you are applying at the top of the page.

*1. Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** and is an integral part of the evaluation process. Your responses to the questions will be reviewed and scored in a Qualifications Appraisal evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as this information will be critical in the competitive assessment to identify those candidates to be invited to continue in the examination process. A response of "see resume" or "see application" will deem your responses to the supplemental questions as incomplete. **Note:** All application materials submitted will be reviewed along with your supplemental questions and County of Monterey application.

*2. Pursuant to Section 6060 of the Business & Professions Code, current, valid membership in the California State Bar is required at the time of appointment. Do you currently possess, or will you possess at the time of appointment a current, valid membership in the California State Bar?

*3. If you answered YES to questions #2, please provide your California State Bar Number; otherwise, enter "N/A".

*4. Have you been convicted of any crime? If so, please provide a brief description of the incident. Do not include infractions. This information will be reviewed for job relatedness. Please list all convictions except: those which have been sealed, expunged or statutorily eradicated, or pursuant to Labor Code 432.8, any convictions of marijuana-related offenses more than two years old.

*5. Have you ever been the subject of any disciplinary action regarding your ability to practice law, including but not limited to any State or Federal Bar Discipline? If so, please explain; if not, type "N/A"?

*6. Please select the answer that best describes your experience with negotiating resolution of civil cases.

*7. Why do you want to be a Deputy District Attorney?

*8. Describe any experience or activities you have participated in which you believe will contribute to your success as a trial attorney.

*9. Please provide an example where you demonstrated sound judgement on a matter and explain your thought process.

*10. What is the primary challenge facing prosecutors today in achieving justice?

*11. Your supervisor assigns you a case to try before a jury. After preparing for trial, you believe the defendant may not be guilty. What should you do?

*Required Question

Print Name

Date