



THE COUNTY OF MODOC

Invites your interest in

Deputy District Attorney I/II/III

SALARY:	DDAI:	\$5,954 - \$ 9,237
	DDAII:	\$6,548 - \$10,156
	DDAIII:	\$7,344 - \$11,393

CLOSING DATE: Open Until Filled.

About the Department:

The Modoc County District Attorney's Office is a small office that prides itself on ethics, integrity and efficiency. Our entire team is committed to seeking justice.

Job Summary:

Under the direction of the District Attorney, performs professional legal work, consistent with departmental responsibilities by preparing and trying criminal cases in the courts for the District Attorney's Office.

About the Community:

Modoc County is located in the Northeastern corner of California, bordering Nevada and Oregon. The population density in Modoc is only two people per square mile. Congestion and over population are extremely unlikely. Clean air, crystal streams, and lack of automobile traffic are virtually assured. Wildlife is abundant in Modoc County. Many people enjoy fishing, hunting, hiking, horseback riding, skiing and many more activities that Modoc County has to offer.

About the Position:

Duties within the class are similar in scope between the levels however are assigned based on the difficulty and sensitivity of the individual cases. Incumbents are expected to advance to the next level when years of service combined with the increased scope of knowledge and level of expertise are reached.

Deputy District Attorney I: This position is the first working level in this professional class and is assigned duties relative to prosecution which may be routine to complex with a high level of responsibility for case outcome. The entry-level is assigned duties that will increase experience and expertise. With additional experience and abilities, incumbents may be eligible for advancement in this series.

Deputy District Attorney II: The position is the second level and is assigned more complex cases and tasks under minimal supervision. Incumbents who have advanced to this level in the series have demonstrated the ability and skills to adequately fulfill the requirements for this level through experience. With additional experience and abilities, incumbents may be eligible for advancement in this series.

Deputy District Attorney III: This position is the most experienced level and is assigned the complex and technical cases and tasks and is capable of working independently in any number of complex areas without direct supervision except, as new or unusual circumstances require.

Examples of Duties:

- Work within the District Attorney's Office, performing the full range of legal activities involving the investigation or prosecution of complex criminal cases.
- Receive crime reports filed by arresting officers.
- Review and examine the evidence; interview witnesses; determine whether or not a crime has been committed, the nature of the crime, and whether or not the evidence justifies prosecution.
- Appears in court on a variety of matters, participates in preliminary hearings, and tries cases.
- Develops and implements case plans and appears in court on all related matters.
- Prepares pleadings and other papers in connection with suits, trials, hearings, and similar legal proceedings.
- Analyze, interpret and apply laws, court decisions, and other legal authorities in the preparation of cases, opinions, and briefs prepare pleadings and other papers in connection with trials, hearings, and other legal proceedings.
- Perform a wide variety of advanced legal research.
- Prepares briefs and legal opinions.
- Confers with judges and/or defense attorneys regarding modification, withdrawal, or changing of charges.
- Coordinate activities with those other departments and law enforcement agencies.
- Drafts jury instructions.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services.
- Identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements in coordination with District Attorney's staff.
- Acts in the capacity of the District Attorney as required through direction from the District Attorney.
- Performs other related duties as assigned.

Education, Experience & Licenses:

Deputy District Attorney I: Graduation from an accredited law school with a Juris Doctorate.

Deputy District Attorney II: In addition to the above, one year of criminal prosecution and trial experience as a Deputy District Attorney I or its equivalent and the demonstrated knowledge and ability to successfully perform the duties. Three years of experience in the general practice of law may be substituted for the one-year criminal law experience.

Deputy District Attorney III: In addition to the above, a minimum of two years experience as a Deputy District Attorney II or its equivalent and demonstrated knowledge and ability to successfully perform the duties. Four years of experience in the general practice of law may be substituted for two years of criminal law experience.

Must be licensed by the California State Bar Association to practice law in the State of California, and remain active with all California Bar annual requirements.

Possession of, or ability to obtain, a valid California driver's license issued by the California Department of Motor Vehicles.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, sit and use hands and fingers. The employee is frequently required to stand, walk and travel outside of the immediate office environment. The employee must occasionally lift and/or move objects weighing up to 25 lbs. Corrected hearing and vision to normal range.

Work is normally performed in an office or courtroom environment with little exposure to outdoor temperature or dirt and dust. Working conditions are usually quiet to moderate. The employees may come into contact with sometimes hostile people.

The noise level in the work environment is usually moderate.



CLASS SPECIFICATION

Modoc County

CLASS CODE:	4021-035
CLASS TITLE:	Deputy District Attorney I
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP A-J:	340 (Step-A: \$5,954 - Step-J: \$9,237)

JOB SUMMARY:

Under the direction of the District Attorney, performs professional legal work, consistent with departmental responsibilities by preparing and trying criminal cases in the courts for the District Attorney's Office.

DISTINGUISHING CHARACTERISTICS:

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Deputy District Attorney III: This position is the most experienced level and is assigned complex and technical cases and tasks and is capable of working independently in any number of complex areas without direct supervision except, as new or unusual circumstances require.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, 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. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

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- Coordinate activities with those other departments and law enforcement agencies.
- Drafts jury instructions.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services.
- Identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements in coordination with District Attorney's staff.
- Acts in the capacity of the District Attorney as required through direction from the District Attorney.
- Performs all other duties as assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and ability required to satisfactorily perform the job's essential duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):

Knowledge of:

- Knowledge of the California codes and statutes and their application to criminal and civil law.
- Knowledge of legal principles and practices, including criminal, civil, administrative, and constitutional law.
- Legal research, terminology, and procedures.

- Current law issues and proposed legislation.
- State, and local laws, codes, and regulations.
- Principles and practices of trial procedures, including rules of evidence.
- Knowledge of principles, methods, and techniques of legal research, terminology, and procedures.
- Knowledge of judicial procedures and rules of evidence, including laws of search and seizure.
- Responsibilities, power, and statutory limitations of the District Attorney's Office.
- Knowledge of appropriate software applications relative to the necessary duties and ability to operate a computer to perform professional legal work.
- Organizational leadership including; principles and practices of leadership, motivation, team building, and conflict resolution.
- Organization, procedures, and operating details of the department.
- Principles and practices of business correspondence and report writing.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Analyzing and apply legal principles to facts.
- Ability to perform legal research and present clear and logical arguments and statements of fact and law.
- Prepare and present cases at all levels of the court system.
- Interpret and explain policies and procedures.
- Work independently.
- Communicate clearly and concisely, both orally and in writing.
- Work with accuracy and attention to detail.
- Gain Cooperation through discussion and persuasion.
- Effectively organize and prioritize assigned work.
- Ability to establish and maintain cooperative teamwork relationships with those contacted in the course of work including staff of the District Attorney's office, other county departments, County officials, fellow attorneys, the Public Defender, other agencies, and the public.
- Effectively represents the District Attorney's Office in contact with the public, community organizations, law enforcement agencies, and other government jurisdictions.
- Work cooperatively as a part of a team.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

Required to:

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices

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Work is normally performed in an office or courtroom environment with little exposure to outdoor temperature or dirt and dust. Working conditions are usually quiet to moderate. The employees may come into contact with sometimes hostile people.

The noise level in the work environment is usually moderate.

Licensing and Certification:

Must be licensed by the California State Bar Association to practice law in the State of California, and remain active with all California Bar annual requirements.

Possession of, or ability to obtain, a valid California driver's license issued by the California Department of Motor Vehicles.

Education and Experience:

Deputy District Attorney I: Graduation from an accredited law school with a Juris Doctorate.

Deputy District Attorney II: In addition to the above, one (1) year of criminal prosecution and trial experience as a Deputy District Attorney I or its equivalent and the demonstrated knowledge and ability to successfully perform the duties. Three (3) years of experience in the general practice of law may be substituted for one (1) year of criminal law experience.

Deputy District Attorney III: In addition to the above, a minimum of two (2) years experience as a Deputy District Attorney II or its equivalent and demonstrated knowledge and ability to successfully perform the duties. Four (4) years of experience in the general practice of law may be substituted for two (2) years of criminal law experience.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

All County of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned and to return to work as ordered in the event of an emergency.

FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met for the status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.

*Position created and approved by the Board of Supervisors on March 23, 2021.
Effective: March 23, 2021*

*Range and step updated per approval of Memorandum of Understanding (MOU) and Salary Table on January 24, 2023
Effective: February 1, 2023*

*Range and step updated per approval of side letter of agreement on March 14, 2023, to incorporate a 12% Cost of Living Adjustment (COLA)
Effective: April 1, 2023*

Final verified classification approved by:

DocuSigned by:

Pam Randall
Human Resources and Risk Manager Director

Approved as to form:

DocuSigned by:

County Counsel

Received and filed by:

DocuSigned by:

Tiffany Martinez
Clerk of the Board



CLASS SPECIFICATION

Modoc County

CLASS CODE:	4021-036
CLASS TITLE:	Deputy District Attorney II
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP A-J:	359 (Step-A: \$6,548 - Step-J: \$10,156)

JOB SUMMARY:

Under the direction of the District Attorney, performs professional legal work, consistent with departmental responsibilities by preparing and trying criminal cases in the courts for the District Attorney's Office.

DISTINGUISHING CHARACTERISTICS:

Duties within the class are similar in scope between the levels however are assigned based on the difficulty and sensitivity of the individual cases. Incumbents are expected to advance to the next level when years of service combined with an increased scope of knowledge and level of expertise are reached.

Deputy District Attorney I: This position is the first working level in this professional class and is assigned duties relative to prosecution which may be routine to complex with a high level of responsibility for case outcome. The entry-level is assigned duties that will increase experience and expertise. With additional experience and abilities, incumbents may be eligible for advancement in this series.

Deputy District Attorney II: The position is the second level and is assigned more complex cases and tasks under minimal supervision. Incumbents who have advanced to this level in the series have demonstrated the ability and skills to adequately fulfill the requirements for this level through experience. With additional experience and abilities, incumbents may be eligible for advancement in this series.

Deputy District Attorney III: This position is the most experienced level and is assigned complex and technical cases and tasks and is capable of working independently in any number of complex areas without direct supervision except, as new or unusual circumstances require.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, 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. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

- Work within the District Attorney's Office, performing the full range of legal activities involving the investigation or prosecution of complex criminal cases.
- Receive crime reports filed by arresting officer.
- Review and examine the evidence; interview witnesses; determine whether or not a crime has been committed, the nature of the crime, and whether or not the evidence justifies prosecution.
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- Perform a wide variety of advanced legal research.
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- Confers with judges and/or defense attorneys regarding modification, withdrawal, or changing of charges.
- Coordinate activities with those other departments and law enforcement agencies.
- Drafts jury instructions.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services.
- Identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements in coordination with District Attorney's staff.
- Acts in the capacity of the District Attorney as required through direction from the District Attorney.
- Performs all other duties as assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and ability required to satisfactorily perform the job's essential duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):

Knowledge of:

- Knowledge of the California codes and statutes and their application to criminal and civil law.
- Knowledge of legal principles and practices, including criminal, civil, administrative, and constitutional law.
- Legal research, terminology, and procedures.

- Current law issues and proposed legislation.
- State, and local laws, codes, and regulations.
- Principles and practices of trial procedures, including rules of evidence.
- Knowledge of principles, methods, and techniques of legal research, terminology, and procedures.
- Knowledge of judicial procedures and rules of evidence, including laws of search and seizure.
- Responsibilities, power, and statutory limitations of the District Attorney's Office.
- Knowledge of appropriate software applications relative to the necessary duties and ability to operate a computer to perform professional legal work.
- Organizational leadership including; principles and practices of leadership, motivation, team building, and conflict resolution.
- Organization, procedures, and operating details of the department.
- Principles and practices of business correspondence and report writing.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Analyzing and apply legal principles to facts.
- Ability to perform legal research and present clear and logical arguments and statements of fact and law.
- Prepare and present cases at all levels of the court system.
- Interpret and explain policies and procedures.
- Work independently.
- Communicate clearly and concisely, both orally and in writing.
- Work with accuracy and attention to detail.
- Gain Cooperation through discussion and persuasion.
- Effectively organize and prioritize assigned work.
- Ability to establish and maintain cooperative teamwork relationships with those contacted in the course of work including staff of the District Attorney's office, other county departments, County officials, fellow attorneys, the Public Defender, other agencies, and the public.
- Effectively represents the District Attorney's Office in contact with the public, community organizations, law enforcement agencies, and other government jurisdictions.
- Work cooperatively as a part of a team.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

Required to:

- Support the vision and mission of the county and its elected and appointed officials.
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The noise level in the work environment is usually moderate.

Licensing and Certification:

Must be licensed by the California State Bar Association to practice law in the State of California, and remain active with all California Bar annual requirements.

Possession of, or ability to obtain, a valid California driver's license issued by the California Department of Motor Vehicles.

Education and Experience:

Deputy District Attorney I: Graduation from an accredited law school with a Juris Doctorate.

Deputy District Attorney II: In addition to the above, one (1) year of criminal prosecution and trial experience as a Deputy District Attorney I or its equivalent and the demonstrated knowledge and ability to successfully perform the duties. Three (3) years of experience in the general practice of law may be substituted for one (1) year of criminal law experience.

Deputy District Attorney III: In addition to the above, a minimum of two (2) years experience as a Deputy District Attorney II or its equivalent and demonstrated knowledge and ability to successfully perform the duties. Four (4) years of experience in the general practice of law may be substituted for two (2) years of criminal law experience.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

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FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met for the status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.

*Position created and approved by the Board of Supervisors on March 23, 2021.
Effective: March 23, 2021*

*Range and step updated per approval of Memorandum of Understanding (MOU) and Salary Table on January 24, 2023
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*Range and step updated per approval of side letter of agreement on March 14, 2023, to incorporate a 12% Cost of Living Adjustment (COLA)
Effective: April 1, 2023*

Final verified classification approved by:

DocuSigned by:

Pam Randall
Human Resources and Risk Manager Director

Approved as to form:

DocuSigned by:

County Counsel

Received and filed by:

DocuSigned by:

Tiffany Martinez
Clerk of the Board



CLASS SPECIFICATION

Modoc County

CLASS CODE:	4021-037
CLASS TITLE:	Deputy District Attorney III
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP A-J:	382 (Step-A: \$7,344 - Step-J: \$11,393)

JOB SUMMARY:

Under the direction of the District Attorney, performs professional legal work, consistent with departmental responsibilities by preparing and trying criminal cases in the courts for the District Attorney's Office.

DISTINGUISHING CHARACTERISTICS:

Duties within the class are similar in scope between the levels however are assigned based on the difficulty and sensitivity of the individual cases. Incumbents are expected to advance to the next level when years of service combined with an increased scope of knowledge and level of expertise are reached.

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The noise level in the work environment is usually moderate.

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Human Resources and Risk Manager Director

Approved as to form:

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County Counsel

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