OFFICE OF THE DISTRICT ATTORNEY 18TH JUDICIAL DISTRICT
invites applications for the position of:

Deputy District Attorney - County Court

SALARY: $6,041.67 Monthly
$72,500.00 Annually

DEPARTMENT: Deputy District Attorney

OPENING DATE: 04/08/21

DESCRIPTION:

The 18th Judicial District has an exciting opportunity for a Deputy District Attorney within our County Court division!

We offer a generous benefits package including but not limited to medical, dental, vision, 401K matching, paid holidays and PTO! Additionally, the 18th Judicial District also provides:

- Career advancement opportunities
- On – going trainings / continuing education
- Great opportunity to gain experience as a prosecutor for attorneys just out of law school
- Public Service Loan Forgiveness opportunities for those who qualify

Performs a variety of professional legal and docket management functions to intake and prosecute motor vehicle, misdemeanor, and petty offense violations in the 18th Judicial District.

JOB DUTIES:

The following essential job functions and examples of duties are illustrative only and are not intended to be all inclusive; positions assigned to this class may not perform all of the duties listed.

Handles a docket of either or both traffic and misdemeanor cases. This includes initial and on-going case review (including to ensure provability and to ensure information is properly made available to the defense), follow-up with law enforcement agencies, negotiations with defense counsel, meeting with witnesses and victims, motions and trial.

Deputies spend a considerable amount of time in court and professional judgment is critical. This includes, but is not limited to trying cases and establishing that elements of a crime have been proven beyond a reasonable doubt. Trials consist of jury selection, opening statements, direct and cross examination of witnesses, and closing arguments. Deputies are expected to make appropriate objections and demonstrate appropriate demeanor and professionalism in court.

Deputies research and respond to a wide variety of defense motions, including motions for the suppression of evidence. This also involves preparing motions on behalf of the People. Deputies prepare correspondence in instances where out of court communications require documentation,

e.g. advising defense of exculpatory evidence and disclosure of opinion letters from experts.

Deputies receive substantial initial training and orientation to the office. Then, on-going training is offered in multiple forms. This includes, but is not limited to, monthly trainings within the office, the Annual CDAC conference, as well as other opportunities. These trainings are intended, in part, to ensure compliance with CLE requirements.

Deputies are given the opportunity and encouraged to work with felony prosecutors after some amount of time and experience at the office. Ultimately, deputies are considered for advancement to the juvenile and/or felony divisions within the office.

MINIMUM QUALIFICATIONS:

REQUIRED SKILLS, KNOWLEDGE, AND ATTRIBUTES:
A prosecutor is a "minister of justice." All deputies must function with this responsibility in mind. General knowledge and ability to gain extensive knowledge of the Colorado Rules of Professional Conduct, the Colorado Rules of Evidence, and Colorado Victim Rights Act apply to this assignment.

This assignment involves the ability to gain extensive knowledge of state statutes, county ordinances, and constitutional/substantive case law, related to motor vehicle, misdemeanor and petty offense violations, as well as knowledge of the Division of Motor Vehicle/Department of Revenue civil sanctions involving motor vehicle violations. Ability to effectively apply same in a trial setting related to motor vehicle, misdemeanor and/or petty offense violations. Ability to advocate legal and factual scenarios in a clear and persuasive manner to judges and jurors.

This position involves the ability to effectively process and dispose of a high volume of criminal case filings while maintaining a balance of equal justice between victims, the People of the State of Colorado, and affected defendants. Ability to rapidly assess cases for strengths versus weaknesses and aggravators versus mitigators to determine just and ethical dispositions that are within policies promulgated by the District Attorney. Ability to recognize situations warranting potential policy/procedure exceptions, and the ability to effectively advocate for alternative resolutions. Ability to react quickly and appropriately in court to defense objections, oral motions, court inquiries and rulings, and presentations/responses from defense attorneys and witnesses. Ability to gain considerable knowledge of software programs applicable to the assignment.

Ability to establish and maintain effective working relationships with superiors, co-workers, defense attorneys, pro se defendants, victims, witnesses, judges, court staff, law enforcement and related agencies' personnel, press/media reporters, and the general public; ability to communicate effectively, both orally and in writing, with same.

EDUCATION: Graduation from law school as provided under Rule 205.1 of the Colorado Rules of Civil Procedure.

EXPERIENCE: None

NECESSARY SPECIAL REQUIREMENTS: Licensed to practice law in the State of Colorado and a valid Colorado Driver's License.

COMPLEXITY/RESPONSIBILITY: Work in the class is accomplished through the application of legal theory, applicable state statutes, county ordinances, constitutional/case law, and established case settlement guidelines to a variety of case facts and circumstances and requires considerable legal and factual analysis on a diversity of issues. Deputies will have on-going guidance and communication about varied factual scenarios.

SUPPLEMENTAL INFORMATION:

SCOPE OF INTERPERSONAL CONTACTS: Contacts are with superiors, co-workers, defense attorneys, pro-se defendants, victims, witnesses, judges, juries, court staff, law enforcement and related agencies' personnel, press/media reporters, and the general public and involve the giving and receiving of legal, factual, and theoretical information; explanations of complex legal theories, factual patterns, constitutional/statutory/ordinance/case law requirements and interpretations are required of the incumbent to persons with widely varying levels of legal education and understanding.

WORK ENVIRONMENT: Work is generally confined to a standard office environment and requires no more than normal physical abilities. Some minimal lifting may be required.

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.da18.org/

Position #53
DEPUTY DISTRICT ATTORNEY - COUNTY COURT
BC

6450 S. Revere Parkway
Centennial, CO 80111
720-874-8500

hr@da18.state.co.us

Deputy District Attorney - County Court Supplemental Questionnaire

* 1. Are you licensed to practice law in The State of Colorado?

❑ Yes ❑ No

* 2. Do you have considerable to extensive knowledge of rules of criminal procedure and the rules of evidence?

❑ Yes ❑ No

* 3. How many years of experience do you have as a prosecutor?

❑ 0
❑ 1-3
❑ 4-7
❑ 8+

* Required Question