



ORANGE COUNTY
Human Resource Services
333 W. Santa Ana Blvd,
Santa Ana, CA 92701
714-834-2555

<http://www.ocgov.com/hr>

INVITES APPLICATIONS FOR THE POSITION OF:

Assistant District Attorney

SALARY

\$95.41 Hourly \$7,632.80 Biweekly

ISSUE DATE: 08/02/19

FINAL FILING DATE: Continuous

THE POSITION



Assistant District Attorney
(Executive Manager)

The recruitment will begin accepting applications on Friday, August 2, 2019, and will be open for a minimum of five (5) business days. Thereafter, the recruitment will remain open on a continuous basis until the day the needs of the District Attorney are met. Qualified applicants are encouraged to apply immediately as this recruitment may close at any time.

THE DISTRICT ATTORNEY-PUBLIC ADMINISTRATOR:

The Office of the Orange County District Attorney (OCDA) represents the People of the State of California in criminal and civil proceedings in the Superior Court of California and appellate courts of the state. The mission of the OCDA is to enhance public safety and welfare and to protect and respect crime victims and to create security in the community through the vigorous enforcement of criminal and civil laws in a just, honest, efficient and ethical manner.

THE OPPORTUNITY:

The OCDA is dedicated to ensuring that the pursuit of justice is executed with the highest level of integrity and that the innocent are protected before, during and after trial. The Conviction Integrity Unit (CIU) of the OCDA is responsible for investigating claims of factual innocence presented by defendants who were convicted of serious or violent felonies or other qualifying crimes. While other units of the OCDA review claims of legal error in conviction, the CIU is dedicated to performing a post-conviction review of qualifying claims to determine if new evidence demonstrates that an innocent person has been wrongfully convicted and to take appropriate action to correct any wrongful conviction. In addition to its case review function, the CIU is also responsible for identifying and promoting best practices in criminal investigation and prosecution through policy and practice development and training focused on eliminating the risk of wrongful convictions.

The OCDA is currently accepting applications for the position of Assistant District Attorney (ADA) of the CIU. The ADA of CIU would be responsible for the supervision and management of

the CIU under the direction of senior OCDA management. The duties of the ADA of CIU may include, but not be limited to the following:

- Performing post-conviction review of serious or violent felonies and other qualifying offenses through detailed case analysis and investigation;
- Representing the People before the courts of the State of California on matters assigned to the CIU through the preparation of points and authorities and through the conduct of hearings;
- Maintaining and presenting findings of the CIU in the performance of its functions;
- Planning, organizing, prioritizing, assigning and supervising the work of the CIU through subordinate attorneys, paralegals and other staff;
- Training, reviewing and evaluating the work of subordinate attorneys, paralegals and other staff;
- Directing the work of investigative staff assigned to CIU matters;
- Establishing unit goals, objectives, policies and procedures to facilitate the effective performance of the functions of the CIU;
- Coordinating the work of the CIU with that of other units, divisions and agencies;
- Representing the District Attorney in contacts with other agencies/departments regarding OCDA CIU policies, procedures, performance and findings;
- Researching, developing and proposing best practices in the investigation and prosecution of crime aimed at eliminating the risk of wrongful conviction;
- Developing and administering training curricula for OCDA staff, its law enforcement partners and the broader criminal justice community regarding best investigative and prosecutorial practices aimed at eliminating the risk of wrongful conviction.

DESIRABLE QUALIFICATIONS:

- Active membership in the State Bar of California in good standing;
- A minimum of ten (10) years of experience in the practice of criminal law through prosecution, defense, or a combination thereof. The ideal candidate will possess experience in both criminal prosecution and criminal defense work;
- Significant experience in the practice of criminal law involving serious, violent and/or complex felony offenses which would demonstrate the successful application of the following knowledge and abilities:

Thorough knowledge of:

- Legal principles and their application in criminal law;
- Rules of evidence and the conduct of court proceedings;
- Legal research methods;
- Principles and practices of management necessary to plan, analyze, control and evaluate the operations of a major function in a large prosecutor's office;
- Principles and practices of personnel management.

Ability to:

- Analyze difficult and complex legal problems and apply legal principles and practices;
- Investigate factually complex allegations of crime;
- Present statements of fact, law and argument clearly and logically in written and oral form;
- Perform legal research;
- Plan, organize, direct, coordinate, and supervise subordinate supervisors in complex areas of law.
- Interact and communicate with supervisors, colleagues, staff, law enforcement partners, other members of the bar and the community in a clear, concise, respectful and appropriate manner.

ADDITIONAL INFORMATION

BACKGROUND SCREENING:

Candidates under consideration for hire by the District Attorney will be required to pass an extensive background investigation to the satisfaction of the department.

EMAIL NOTIFICATION:

Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account.

NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.

Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at www.governmentjobs.com.

FREQUENTLY ASKED QUESTIONS:

Click [here](#) for additional Frequently Asked Questions. For specific information pertaining to this recruitment, contact **Susana Gamboa** by email at Susana.Gamboa@da.ocgov.com or (714)347-8805.

EEO INFORMATION

Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.



APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ocgov.com/hr>

OR

333 W. Santa Ana Blvd,
Santa Ana, CA 92701

EXAM #8010E3-0819-026 (O)
ASSISTANT DISTRICT ATTORNEY
SG

Assistant District Attorney Supplemental Questionnaire

- * 1. Identify each court in which you are currently admitted to practice law and include the date of admission to each court.
- * 2. Provide the following information for the past ten (10) years:
 - a. Describe with specificity the nature of your practice law, including any areas of emphasis or specialization;
 - b. Explain how frequently you have appeared in court (times per month on average), summarize the nature of those appearances and what percentages those appearances have been in federal courts or state courts (identify the state(s));
 - c. Identify the cases you have tried to verdict in courts of record. For each case, provide the case name and number, court, date, type of case, and party represented.
- * 3. If you have been practicing law for more than ten (10) years, summarize your legal experience for any period prior to the last ten (10) years.

- * 4. Identify any professional honors, awards, or other forms of recognition that you have received by title, date, and conferring entity.
- * 5. Identify all professional associations and/or societies in which you are or have been a member and include the titles and dates of any position(s) held.
- * 6. Identify any professional publication(s) you have authored or contributed to by providing the name(s) and date(s) of the publication(s) as well as your role in its authorship or publication.
- * 7. Describe any managerial experience you have and/or training in management.
- * 8. Identify any institution(s) at which you have taught and provide a description of the subject(s) taught, dates and the position(s) held.
- * 9. As an attorney, identify whether you have ever been disciplined or cited for a breach of ethics or unprofessional conduct by any court, administrative agency, bar association, disciplinary committee or other professional association. If you have, provide the details, including the applicable date and disposition for each incident.
- * Required Question