



**COUNTY OF RIVERSIDE  
HUMAN RESOURCES DEPARTMENT  
INVITES RESUMES FOR THE POSITION OF:**

**Deputy District Attorney III - Writs & Appeals Unit**



**SALARY**

\$47.20 - \$70.52 Hourly  
\$8,181.87 - \$12,224.16 Monthly  
\$98,182.45 - \$146,689.92 Annually

**THE POSITION**



**OFFICE OF  
THE DISTRICT ATTORNEY  
COUNTY OF RIVERSIDE**



**MICHAEL HESTRIN**  
District Attorney

**ABOUT THE DEPARTMENT**

The Riverside County District Attorney's Office represents the People of the State of California in all criminal matters arising in Riverside County. This Office is committed to ensuring that justice is done and the community is protected. This Office prosecutes the guilty, safeguards the innocent, and protects victims and their rights. This Office strives to establish and maintain effective, honest, and timely communication within the District Attorney's Office and between the District Attorney's Office and individuals and groups within the County communities in order to keep citizens informed about the prosecution function and the administration of justice.

**JOB DESCRIPTION**

Under direction, to perform a wide range of professional legal work in criminal and related civil cases; to prepare and present cases before any court within the state; and to do other related duties as required.

This is the journey level class in the Deputy District Attorney series. Positions in the class are distinguished from Deputy District Attorney II by assignments which require demonstrated ability to effectively perform the complete range of legal work in the field of prosecution. The class differs from Deputy District Attorney IV in that positions of the latter class prosecute the more difficult and complex cases involving multiple defendants, multiple charges, and serious consequences of error, and/or function as lead supervisors over journey level attorneys.

**EXAMPLES OF ESSENTIAL DUTIES**

Investigates, researches, and prepares all types of cases for prosecution; presents and prosecutes cases before all courts within the State.

Interviews and advises law enforcement officers and the public in regard to the issuance of criminal complaints; acts as a senior deputy for cases in branch Municipal Courts; negotiates with the defense regarding the disposition or modification of charges in cases.

Performs legal research in specialized areas of prosecution; studies, interprets, and applies statutes, ordinances, court decisions, and legal opinions.

May assist in the training and supervision of other deputies.

May act for higher level deputies in their absence; dictates correspondence and prepares reports.

May coordinate the work of support personnel.

**RECRUITING GUIDELINES**

**OPTION I**

Experience: One year of experience as a Deputy District Attorney II in Riverside County or in an equivalent class with another government agency.

**OPTION II**

Experience: Two years of experience in the practice of criminal law.

**OPTION III**

Experience: Three years of experience in the practice of law.

Knowledge of: Legal principles and their application; the rules of evidence and the conduct of court proceedings; the duties, powers, limitations, and authority of the District Attorney's Office; the methods, procedures, and practices of prosecution; grand jury functions and procedures; the roles and operations of related agencies in the criminal justice system.

Ability to: Analyze legal problems and apply legal principles and practices; present facts, arguments, and laws clearly and logically in written and oral form; perform legal research; work cooperatively with others.

**SUPPLEMENTAL INFORMATION**

All experience must be as of the date of the application

A resume is required.

**OTHER REQUIREMENTS**

License/Certificate: Active membership in the State Bar of California.

Possession of a valid California Driver's License is required.

Must be able to pass an extensive background check.

**VETERAN PREFERENCE REQUEST**

If you are a veteran, a spouse of a 100% disabled veteran, or a surviving spouse of a veteran who died of service-connected causes, submit a copy of your (or your spouse's) Member-4 Form DD-214 (or NGB-22) indicating dates of service, and a copy of your spouse's letter of disability (if applicable) to the Human Resources Department at [recruiting@rivco.org](mailto:recruiting@rivco.org). For privacy reasons, it is recommended that you remove your social security information from the document(s). A Human Resources Representative will review the materials and determine if you qualify for veterans' preference.

All documentation referenced above should be submitted to [recruiting@rivco.org](mailto:recruiting@rivco.org) before this job posting expires. Please remember that you will need to resubmit your Member-4 Form DD-214 (or NGB-22), and a copy of your letter of disability (if applicable) for some public safety positions even if you have submitted one in the past to the County of Riverside.

**CONTACT INFORMATION**

If you have any questions regarding this posting, please contact Natalie Hagen at 951-955-4277 or [nhagen@rivco.org](mailto:nhagen@rivco.org).

**Applicants must submit a detailed resume clearly describing relevant work experience.**

**ALL APPLICANTS MUST APPLY FOR THIS POSITION USING THE COUNTY WEBSITE  
JOB GATEWAY**

<http://www.rc-hr.com/Find-A-Job/Job-Searching/County-Job-Openings>

**APPLICATION PROCESS** Read this posting for instructions on how to apply. For specific questions regarding this position, contact the recruiter. Postings may close at any time without notice.

All employment offers are contingent upon successful completion of a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, including fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**REQUIRED PROBATIONARY PERIOD** - As an Approved Local Merit System, the County of Riverside requires all new regular or seasonal employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

The County of Riverside is an Equal Opportunity Employer. It is the policy of the County of Riverside to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non job-related factor.

**REASONABLE ACCOMMODATIONS** - The County of Riverside is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter for the position noted above. For additional information and/or to obtain the appropriate form for requesting a reasonable accommodation, please visit the Disability Access Office web page located at: <http://dao.rc-hr.com/>.

APPLY ONLINE AT:  
<http://www.rc-hr.com>

County Admin. Center P.O. Box 1569, 4080 Lemon St.  
Riverside, CA 92502-1569

DEPUTY DISTRICT ATTORNEY III - WRITS & APPEALS UNIT  
Natalie Hagen

Issue Date: 08/21/19

*Note: Riverside County does not accept paper resumes or employment applications.*