



San Bernardino County invites application for the position of

Deputy District Attorney I

Job Number: 22-04120-02

SALARY

\$37.34 - \$42.93 Hourly \$6,472.27 - \$7,441.20 Monthly \$77,667.20 - \$89,294.40 Annually

APPLY BY: 08/26/22 05:00 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

THE POSITION



The **Office of the District Attorney** offers an exciting opportunity for a challenging career in criminal trial work. **Deputy District Attorneys I** prepare and present cases before all courts within the County upon completion of an extensive training program designed to develop trial skills.

Incumbents receive reports filed by law enforcement officers or petitioners; evaluate evidence and facts therein; determine the nature of crimes committed and authorize issuances of criminal complaints; interview prospective witnesses and develop cases for prosecution; prepare trial briefs; and engage in trial practice.

For more detailed information on duties, refer to the [Deputy District Attorney I](#) job description.

Visit SBCountyDA.org/careers to learn more about a career as a Deputy District Attorney.

Connect with @SBCountyDA on [Facebook](#), [Twitter](#), and [Instagram](#)!

Two Excellent Benefit Options

Both Benefit Options Include:	Traditional Benefit Option (TBO)	Modified Benefit Option (MBO)
<ul style="list-style-type: none"> • Medical, Dental, Vision • Health benefits and subsidy to offset the cost of insurance premiums: medical and dental • Paid vision (Employee Coverage) • Employer paid life insurance - \$50,000 • Retirement Plans – Generous pension benefits <ul style="list-style-type: none"> • Eligible to participate in 457(b) Deferred Compensation Plan • Vested after five years of service – eligible to receive lifetime retirement benefits • Retirement Medical Trust • Dependent Care Assistance Plan • Annual Tuition reimbursement of \$400 (see MOU) • Tuition Loan Repayment up to \$10,000 (see MOU) • Paid renewal of CA State Bar membership. 	<p><i>Select a Traditional Benefit Option and receive:</i></p> <ul style="list-style-type: none"> • Up to 4 weeks accruable paid Vacation time • 80 hours of Attorney Leave • 11 days paid Sick Leave with unlimited accrual • 15 paid Holidays • 16 hours of paid Perfect Attendance Leave • Flexible Spending Account (FSA) (BlueShield Access+ or Kaiser Choice plan enrollees eligible for a match up to \$10 per pay period.) • Higher Premium Subsidy 	<p><i>Select a Modified Benefit Option and receive:</i></p> <ul style="list-style-type: none"> • Paid Time Off (PTO)- can be used for vacation, illness or any other personal use • 80 hours of Attorney Leave • 14 paid Holidays • An additional \$2 per hour above base rate for all paid hours at the I/II/III Level (\$3.50 per hour at the IV level) • Flexible Spending Account (FSA) w/ up to \$25 per pay period County Match (Bronze PPO plan must be selected)

For additional benefits and details click this image.

VICTORVILLE/JOSHUA TREE ASSIGNMENT INCENTIVE

Candidates assigned to the Victorville or Joshua Tree offices may be eligible to receive an additional incentive of up to \$2500. (*\$1500 upon hire and an additional \$1000 upon completion of 2080 hours at the remote location.*)*

ANNUAL TUITION REIMBURSEMENT/TUITION LOAN REPAYMENT ASSISTANCE

The County offers an annual reimbursement of up to \$400 of tuition costs per year. Employees with 2 or more years of services may be eligible for tuition loan repayment up to a maximum of \$10,000 depending on years of continuous service.*

*[See Attorney MOU](#) for details and criteria.

CONDITIONS OF EMPLOYMENT

Assignment: Assignments may be made to any location in the County depending on the needs of the department. Applicant's location preference will be taken into consideration whenever possible.

Travel: Travel throughout the County is required, and employees may be required to make provisions for transportation. At the time of hire, a valid California Class C driver license and proof of automobile liability insurance must be produced for the individual providing the transportation.

Background: Candidates must successfully pass an extensive background investigation, which may include (but is not limited to) a credit check, fingerprint check, and medical exam.

State Bar: Those hired must be active members in good standing with the State Bar of California. This status must be maintained in order to remain employed in this classification.

MINIMUM REQUIREMENTS

Must meet one of the following options:

Option 1: Active membership and in good standing with the State Bar of California.

--OR--

Option 2: Candidates awaiting results of the **July 2022** State of California Bar Exam will be

considered.

Note: Applicants who are currently members of the State Bar of California (*Option 1*) will be considered for the **Deputy District Attorney I** classification.

Applicants who are not members of the State Bar of California but who are "Certified Law Students" under the State Bar's Practical Training of Law Students Program and California Rule of Court 9.42 **AND** who are pending results of the July 2022 State of California Bar Exam (*Option 2*) will be considered for the **Law Clerk II-Unclassified** classification.

DESIRED QUALIFICATIONS

Candidates with experience as a legal intern, law clerk, or attorney in a prosecutor's office are highly desirable.

SELECTION PROCESS

The **Oral Examination** is tentatively scheduled for **September 2022** and will assess the following areas: legal expertise; interpersonal skills; oral communication and presentation skills; analytical skills, problem solving, and decision making.

Candidates will be notified by e-mail with more information regarding exam dates and self-scheduling for the oral exam.

Application Procedure: Please complete and submit the online employment application and supplemental questionnaire by **5:00 PM on the filing deadline**. *Resumes will not be accepted in lieu of the application and/or supplemental questionnaire.*

To ensure timely and successful submission of your online application, please allow ample time to complete and submit your application before the posted filing deadline. Applicants will be automatically logged-out if they have not submitted the application and all required materials prior to the posted deadline. Once your application has been successfully submitted you will receive an onscreen confirmation and an email. We recommend that you save and/or print these for your records. *Please note, if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application we have not received your application.*

If you require **technical assistance**, please click [HERE](#) to review the Government Jobs [online application guide](#), or contact their Toll-Free Applicant Support line at (855) 524-5627. Please note that Human Resources is not responsible for any issues or delays caused by the internet connection, computer or browser used to submit the application.

EEO/ADA: San Bernardino County is an [Equal Employment Opportunity \(EEO\)](#) and Americans with Disabilities Act (ADA) compliant employer, committed to providing equal employment opportunity to all employees and applicants.

ADA Accommodation: If you have a disability and require accommodations in the testing process, submit the [Special Testing Accommodations Request Form](#) within one week of a recruitment filing deadline.

Veterans' Preference: Eligible veterans and their spouse or widow(er) who are not current County employees may be awarded additional Veterans' Preference points. Click [here](#) for information and instructions to request Veteran's Preference points.

[Please click HERE for important Applicant Information and the County Employment Process](#)

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>

(909) 387-8304 • TTY Users: 711

175 West Fifth Street, 1st Floor, San Bernardino, CA 92415
An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 8/6/22 AP

Deputy District Attorney I Supplemental Questionnaire

- * 1. **California Bar License:** Are you an active member in good standing with the State Bar of California?
 Yes No

- * 2. Please provide your CA Bar license number and expiration date below. If you do not yet have a CA Bar license, write in "N/A."

- * 3. Are you awaiting results from the July 2022 California State Bar exam?
 Yes No

- * 4. Are you a "Certified Law Student" under the State Bar's Practical Training of Law Students Program and California Rule of Court 9.42?
 Yes No

- * 5. Check the boxes below to indicate where you have obtained experience as an attorney, law clerk, or legal intern. **Be sure to include and identify any relevant experience in the work history section of your application.**
 - San Bernardino County District Attorney's Office
 - District Attorney's, State Attorney's or other Prosecutor's Office
 - Public Defender's or Criminal Law Office
 - Judge's Office
 - Other Law Office
 - No experience as a law clerk, legal intern, or attorney.

- * 6. **Applicant Acknowledgement - Notification via email:** As part of our efforts to increase efficiency and promote conservation of resources, human resources uses email to communicate with applicants. Therefore, all future communications regarding this recruitment, including applicant status and testing notifications, will be made via email. Each applicant needs their own email address. We strongly encourage you, as an applicant, to ensure that the email address you have provided us with your application is current, secure, confidential, and readily accessible to you. Adjust Spam and/or other filters so that our emails are accepted. Please carefully read any notices that we send you and follow any instructions provided in a timely manner. *We will not be responsible in any way if you do not receive our emails (i.e., for the non-delivery of our emails or if you fail to check your e-mail on a timely basis).*
 I acknowledge that I have read, understood, and agree to the above.

- * 7. ****ATTENTION GMAIL USERS****

We have become aware of an increase in Gmail's spam filter sensitivity. Due to this change, it is possible that emails coming from San Bernardino County Human Resources may be marked as spam and will not make it into your Gmail inbox.

For your convenience, the attached PDF document contains a step-by-step guide to create and apply filters within Gmail. Click this link to [download the PDF file](#). Once downloaded, follow the instructions so that you will receive future emails from San Bernardino County Human Resources.

Note: If you apply the filters and still do not receive emails from San Bernardino County Human Resources you can check your www.governmentjobs.com (Neogov) account inbox. All notifications will appear there.

I understand

- * 8. **Applicant Acknowledgement - Application Complete:** Thank you for taking the time to complete this application and supplemental questionnaire. Please be sure to review all information provided prior to submitting it as you cannot update or revise it once submitted. Your submitted application will be reviewed and evaluated as is. Please do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they will not be reviewed or considered.

Once your application has been successfully submitted, you will receive an onscreen confirmation and an email confirmation will be sent to the email address listed on your application. We recommend that you save and/or print these for your records. *Please note: if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application, we have not received your application.*

I acknowledge that I have reviewed my application and understand that I will not be able to update or revise any part of it once submitted.

* Required Question